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Miami International University of Art & Design®

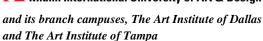**Ai**

The Art Institute of Tampa®

A branch of Miami International University of Art & Design

2018-2019 Catalog

Miami International University of Art & Design
1501 Biscayne Boulevard, Suite 100
Miami, FL 33132
(305) 428-5700 or (800) 225-9023
artinstitute.edu/miami

The Art Institute of Tampa
Parkside at Tampa Bay Park
4401 North Himes Avenue, Suite 150
Tampa, FL 33614-7086
(813) 873-2112 or (866) 703-3277
www.artinstitute.edu/tampa

Publication Date: January 25, 2019

Ownership

Miami International University of Art & Design is owned by DC Miami International University of Art & Design, LLC, which through an intermediary company is a subsidiary of Dream Center Education Holdings, LLC. Dream Center Education Holdings, LLC is located at 1400 Penn Avenue, Pittsburgh, Pennsylvania 15222.

The Art Institute of Tampa is owned by DC Art Institute of Tampa, LLC, which through various intermediary companies is a subsidiary of Dream Center Education Holdings, LLC. Dream Center Education Holdings, LLC is located at 1400 Penn Avenue, Pittsburgh, Pennsylvania 15222.

Board of Trustees

Dream Center Education Holdings, LLC Board of Managers

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Accreditation

Miami International University of Art & Design
1501 Biscayne Boulevard, Suite 100, Miami, Florida 33132-1418

- Miami International University of Art & Design; including its branches, The Art Institute of Dallas and The Art Institute of Tampa, is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award diplomas, associate, baccalaureate, and master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Miami International University of Art & Design and its branches.
- The Interior Design program leading to the Bachelor of Fine Arts at Miami International University of Art & Design (Miami Campus) is accredited by the Council for Interior Design Accreditation, www.accredit-id.org, 206 Grandville Ave., Ste. 350, Grand Rapids, MI 49503.
- Miami International University of Art & Design is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines St., Suite 1414, Tallahassee, FL 32399-0400, toll free number (888) 224-6684.

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Miami, FL 33132

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4401 N. Himes Ave, Suite 150
Tampa, FL 33614

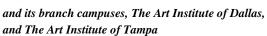Page 3 of 315

The Art Institute of Tampa

A branch of Miami International University of Art & Design
Parkside at Tampa Bay Park, 4401 North Himes Avenue, Suite 150, Tampa, Florida 33614-7086

- The Art Institute of Tampa is a branch of Miami International University of Art & Design. Miami International University of Art & Design is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award diplomas, associate, baccalaureate, and master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Miami International University of Art & Design and its branches.
- The Associate of Arts in Baking & Pastry, Associate of Arts in Culinary Arts and the Bachelor of Arts in Culinary Management programs are accredited by The Accrediting Commission of the American Culinary Federation Education Foundation.
- The Art Institute of Tampa is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 W. Gaines St., Suite 1414, Tallahassee, FL 32399-0400, toll free number (888) 224-6684.

Miami International University of Art and Design and its branch campuses; The Art Institute of Dallas, and The Art Institute of Tampa is authorized under Federal law to enroll nonimmigrant alien students.

The tuition guaranty bonds for the Miami International University of Art & Design campus is held in the office of the Campus Leader and is available for review by appointment.

NOTE: For more information about The Art Institute of Dallas, branch campus of Miami International University of Art & Design, and the programs offered at this location, please see the separate catalog for these campuses using the following link: https://www.artinstitutes.edu/dallas/academic-catalog.

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and The Art Institute of Tampa

2017 – 2018 Catalog
Effective Date January 24, 2019

Catalog Preparation

This catalog was prepared by Miami International University of Art & Design and its branch campuses, The Art Institute of Dallas and The Art Institute of Tampa (collectively referred to as the "University" or "The Art Institute"). The information contained herein was effective April 26, 2018. For more information, write to Miami International University of Art & Design or call the toll-free number, (800) 225-9023.
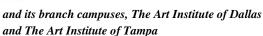
All information in this catalog is subject to change. Students will be notified of significant changes made at the institution, such as changes in tuition and fees or curriculum. Additional policies and procedures are published in the Student Handbook.

The contents of this catalog represent the most current information available at the time of publication. However, during the period of time covered by this catalog, it is reasonable to expect changes to be made with respect to this information without prior notice. The course offerings and requirements of The University are under continual examination and revision.

The University does not discriminate or harass on the basis race, color, national origin, sex, gender, sexual orientation, gender identity or expression, disability, age, religion, veteran's status, genetic marker, or any other characteristic protected by state, local or federal law in student recruitment and admissions, financial aid programs, student and employee services, educational programs and activities, or employment practices. The University will not retaliate against persons bringing forward allegations of harassment or discrimination.

Ai Miami International University of Art & Design®
*and its branch campuses, The Art Institute of Dallas
and The Art Institute of Tampa*

*2018 – 2019 Catalog
Effective Date January 25, 2019*

From the Campus Leader

Erika Fleming
Campus Leader
Miami International University of Art & Design

Nils E.K. Sedwick
Campus Leader
The Art Institute of Tampa

Miami International University of Art & Design and its branches, The Art Institute of Dallas and The Art Institute of Tampa, is committed to providing our students with an exciting and challenging journey of learning, exploration, and potential for accomplishment. You will have the opportunity to see your talents grow, your mind enriched, and your creative spirit soar. This is where you can learn to reach your goals.

Each campus of the University is located in the heart of its respective city and is committed to contributing to the needs of its diverse community while preserving its unique heritage. The University will offer you opportunities to explore, participate, and contribute to its growth and development, thus enriching your own life experience. The University encompasses a diverse population representing all walks of life and cultures from over 60 countries, providing you with a live medium in which you can expand your culture and knowledge.

Our faculty and staff are composed of qualified professionals dedicated to working with you by emphasizing your academic success. Our outstanding, credentialed faculty is qualified by professional preparation and field-related experience. Our instructors adhere to a philosophy of providing quality education and nurturing each student's potential in a learner-centered environment. In like manner, we ask that you dedicate yourself to the University and your studies and assume responsibility by involving yourself in all that we have to offer. You have a unique opportunity to learn from experts in the field in a hands-on environment while cultivating professional contacts and lifelong friendships.

For your benefit, a Student Handbook will be provided as a useful guide and reference. It includes University policies, important dates, and answers to frequently asked questions for each individual campus.

Most importantly, keep in mind that we are here to help you develop your skills and offer you the techniques necessary to excel in your educational and career goals.

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Miami, FL 33132

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Mission Statement

Miami International University of Art & Design is a multi-campus, career-oriented institution that provides students with academic preparation and practical skills through programs in the applied arts and design industries. The institution prepares its undergraduate students for entry-level positions and its graduate students for advancement in their chosen fields. The University is dedicated to fostering a culture that encourages creativity, research, and learning-centered endeavors.

Institutional Goals

1. To provide students at all degree levels with the theory, knowledge, and skills appropriate to their disciplines, including an undergraduate grounding in foundational studies and general education.

2. To help students identify their career goals and develop the professional skills to achieve them.

3. To use a continuous quality improvement process to enhance student learning and University success.

4. To recruit and retain qualified faculty with the appropriate academic credentials and professional experience to promote a learning-centered environment.

5. To provide administrative and educational support services to foster a safe, comfortable, and engaging environment for a diverse institutional population.

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History

In 1965, the International Fine Arts College ("IFAC") opened its doors to 47 students to study in one major: Fashion Merchandising. For the next 23 years, IFAC built an international reputation as an institution that trained and educated Fashion Merchandisers. The students of IFAC were known for their knowledge and abilities in the United States, Europe, the Caribbean, and Central and South America.

Since IFAC had a sound academic curriculum and a faculty of credentialed, practicing professionals, it received regional accreditation by The Southern Association of Colleges and Schools Commission on Colleges (SACS) in 1979. SACS accredited IFAC to grant associate degrees.

After becoming accredited, IFAC expanded its degree offering to include baccalaureate degrees. The Southern Association of Colleges and Schools Commission on Colleges granted IFAC the accreditation to offer baccalaureate degrees in March 1997. Currently, the University offers diploma, associate, baccalaureate, and master's degree programs in Accessory Design, Advertising, Audio Production, Baking & Pastry, Computer Animation, Culinary Arts, Culinary Management, Design & Media Management, Digital Filmmaking & Video Production, Digital Image Management, Digital Photography, Fashion Design, Fashion Merchandising, Fashion Marketing & Management, Fashion Retailing, Film, Film & Digital Production, Game Art & Design, Graphic & Web Design, Interior Design, Media Arts & Animation, Visual Arts, Visual Effects & Motion Graphics, Web Design & Development, and Web Design & Interactive Media.

In 2002, the administration officially changed the institution's name to Miami International University of Art & Design, a name selected to reflect the region, the international flavor of its students and programs, and the quality education it provides in the art and design fields. In December 2002, the institution moved its main facility to the Omni building located at 1501 Biscayne Boulevard.

As Miami International University of Art & Design grew and became educationally vibrant, it opened the branch campus: The Art Institute of Tampa. The Art Institute of Tampa branch opened on January 5, 2004. On December 31, 2016, Miami International University of Art & Design acquired The Art Institute of Charlotte, The Art Institute of Dallas, and The Art Institute of Raleigh-Durham. Today, Miami International University of Art & Design has evolved into a university offering a broad spectrum of undergraduate and graduate programs in art and design.

On October 17, 2017, Miami International University of Art & Design and its branch campuses were acquired by Dream Center Education Holdings (DCEH), a subsidiary of the Dream Center Foundation, a California 501(c) 3 non-profit Foundation.
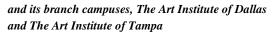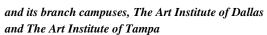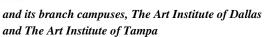
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See **aiprograms.info** for program duration, tuition, fees, and other costs, median debt, alumni success, and other important information.

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Welcome to Miami

Now more than ever, Miami is earning a name as an international, multicultural capital. The greater Miami area is a fusion of culture, tradition, and international flavor indigenous to the region.

The city's unique connection and close proximity to its Caribbean and South American neighbors brings many rich traditions, festivals, and international cultures to the local community, making Miami not only a great place to live, but also a wonderful, multicultural experience.

Due in part to its multicultural connection, Miami has become a base of operations for hundreds of companies looking to gain an economic foothold in these growing markets. As Miami continues to develop and grow as a city, so does its economy and its status as an international player.

The arts, fashion, and design also thrive in Miami. Each year, the City of Miami hosts Art Basel, the winter equivalent of the world's largest art show held in Basel, Switzerland. Artists, art dealers, galleries, and museums come from all over the world to exhibit throughout Miami during Art Basel.

Miami is known for its miles of beautiful beaches and for being the winter home of countless celebrities as well as the background set for multiple movies and television hits such as CSI Miami. The area is also home to several professional sports teams, venues, and attractions such as the Historic Art Deco District of South Beach, the Design District, Wynwood Art District, and Coconut Grove.

Vibrant, multicultural, and rapidly growing, Miami is a city like no other. Miami International University of Art & Design, its student body, and its faculty reflect Miami's diversity, commitment to the growth of the arts, and reputation as a center of international commerce and success.
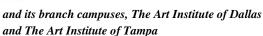
ABOUT MIAMI INTERNATIONAL UNIVERSITY OF ART & DESIGN

Miami International University of Art & Design continues to build the solid tradition of excellence in career-focused education in the applied arts that began in 1965. The University is one of The Art Institutes (www.artinstitutes.edu), a system of over 50 education institutions located throughout North America providing an important source of design, media arts, visual arts, fashion, and culinary arts professionals.

Miami International University of Art & Design is conveniently located in the heart of downtown Miami and is easily accessible by public transit or the major interstate. The student body continues to grow, and new academic programs and degrees have been added.

Miami International University of Art & Design is located in the Omni Building located at 1501 Biscayne Boulevard, Miami, FL 33132. With approximately 100,000 square feet of dedicated space, this facility houses classrooms, studios, offices, a student lounge, a library, and an exhibition gallery. The facility is located in the heart of downtown Miami and the arts district. It is within walking distance of numerous cultural institutions such as the Adrienne Arsht Center for the Performing Arts and the Museum Park that houses the Pèrez Art Museum Miami and the Patricia and Phillip Frost Museum of Science. Equipment provided at Miami International University of Art & Design is specific to the program of study. This includes but is not limited to projectors, computers, and printers.

Part of the mission of Miami International University of Art & Design is to provide both academic preparation and practical skills to students. The curriculum and faculty represent this twofold requirement. The faculty are academically credentialed and professionally experienced. Furthermore, the curriculum has been designed to not only convey concept and theory, but also to develop the practical skills of the student. Miami International University of Art & Design prepares students both academically and practically and is committed to a balanced educational experience designed to teach students how to think and apply what they learn in the classroom.

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Miami International University of Art & Design's programs are crafted to develop creativity and make each student marketable to employers after graduation. Students receive assistance with career planning from their entry through graduation and beyond. The Career Services Department is designed to encourage successful entry into each graduate's chosen field. In addition, students are encouraged to enter work in competitions, volunteer time on extracurricular projects related to their fields of study, and attend seminars, workshops, and networking events.

The graduate degree programs at Miami International University of Art & Design serve as its intellectual and academic core. At the heart of the mission of Miami International University of Art & Design's graduate degree programs is a commitment to a higher level of knowledge and understanding far beyond that of the undergraduate degree programs. This higher level of knowledge and understanding is accomplished through a rigorous curriculum and a carefully selected, qualified faculty.

Programs Offered
Accessory Design, AA
Advertising, BA
Audio Production, BS
Computer Animation, BFA
Design & Media Management, MA
Digital Image Management, Diploma*
Digital Photography, BFA
Fashion Design, AA and BFA
Fashion Merchandising, AA and BA
Film, MFA
Digital Filmmaking & Video Production, BFA
Graphic Design MFA*
Graphic & Web Design, BFA
Interior Design, BFA and MFA*
Visual Effects & Motion Graphics, BFA
Visual Arts, BFA and MFA

* This program is no longer accepting applicants.

NOTE: For more information about branch campuses of Miami International University of Art & Design, and the programs offered at these locations, please see the separate catalog for these campuses using the following link: https://www.artinstitutes.edu/dallas/academic-catalog.

For all programs, please visit our Student Consumer Information page to find the average time to completion for continuously enrolled students for each credential level offered. This data is available at the average credit load, full-time or at full load. Changing programs, beginning programs at the mid-term start date, taking remedial courses, taking time off from coursework, registering for fewer hours or unsuccessful attempts at course completion will increase the total length of the program and overall cost of education from what is disclosed. Transfer credits awarded toward your program will likely decrease the overall length and cost of education.
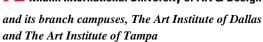
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STUDENT LIFE

As our name states, we are an international university. The city of Miami is rich in tradition, diversity, and international cultures as is Miami International University of Art & Design. Our students hail from all 50 states and from over 60 countries. Our student body represents a vibrant blend of nationalities, religious affiliations, and cultural identities. Students are invited to not only share their unique culture with others, but also experience the other cultures that surround them.

Often referred to as the "Magic City," Miami offers a plethora of ways to enjoy time with friends. The warm climate allows residents to engage in outdoor sports year-round, and students can enjoy water sports of all kinds, including fishing, boating, diving, and snorkeling. Our students are often found enjoying nearby parks and beaches, bike riding, jogging, sunbathing, rollerblading, swimming, or playing tennis and volleyball. Health clubs, gyms, and dance studios in the area offer opportunities for exercise classes, weight-lifting, ballet, kickboxing, and martial arts. Miami International University of Art & Design's neighbors include The American Airlines Arena, and the Adrienne Arsht Center for the Performing Arts of Miami-Dade County. Students can take in a Miami Heat, Dolphins, or Florida Marlins game or a Jai-Alai match, experience the beautiful blue waters of the Keys, or visit the Miami Art Museum or any of the dozens of galleries nearby. Miami's multicultural environment is also evident in the international cuisine served at a variety of restaurants throughout the city.

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Welcome to Tampa

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The warm Tampa climate allows students to enjoy the outdoors year-round. Students may visit local attractions such as Busch Gardens, the Florida Aquarium, and Lowry Park Zoo, and for professional spectator sports, they can take a weekend afternoon or evening to attend a Tampa Bay Buccaneers, Rays, or Lightning game. Hot spots for nightlife include Channelside, Bay Street at International Plaza, and especially Ybor City, the center of the city's bustling music scene. Tampa's many theaters, symphony and dance performances, museums, and a diverse range of art galleries showcase some of the world's most talented artists, actors, and musicians. Some key highlights include: Tampa Museum of Art, Museum of Science and Industry, St. Petersburg Museum of History, Florida International Museum, and Great Explorations: The Hands-On Museum. Whether you choose to relax at an outdoor café, stroll along the Riverwalk, or unwind at Curtis Hixon Waterfront Park, it will be evident how much we have put into ensuring a safe and enjoyable environment. It is no surprise that Tampa ranks as one of the nation's best outdoor cities.

ABOUT THE ART INSTITUTE OF TAMPA

The curriculum for each program of study at The Art Institute of Tampa is carefully scrutinized. Classes are sized to allow for individual attention, and academic administrators work with students one-on-one to ensure that they stay on track. Many of our faculty also work outside of the classroom, so students have the opportunity to learn what is happening in the relevant industry here. This ensures that the education each student receives is relevant, practical, and hands-on. The best way to learn about something is to do it. Therefore, classes often mimic what students will find on the job. Presenting new ideas, adhering to deadlines, and working in teams help students to flex their creative muscles. The Art Institute of Tampa students not only have the opportunity to learn about the visual arts but also to design environments, go on photo shoots, create ad campaigns, develop computer animation skills, sell original paintings, and create savory dishes. They move through their academic programs together, establishing a network and interacting with design students in all disciplines as they complete their coursework.

The Art Institute of Tampa, a branch of Miami International University of Art & Design, is located in Parkside at Tampa Bay Park, 4401 North Himes Avenue. With approximately 48,000 square feet of dedicated space, this facility houses classrooms, studios, laboratories, offices, a student lounge, a library, and an exhibition gallery. Equipment provided at The Art Institute of Tampa is specific to the program of study. This includes but is not limited to projectors, , PC and Macintosh computers, and printers.

The Art Institute of Tampa offers each student access to the technology, tools, and facilities needed to complete projects in all disciplines. Here, students have the opportunity to produce quality work in an environment appropriate for their chosen career paths.

Programs at The Art Institute of Tampa are designed to help develop creativity and to prepare each student to be marketable to employers after graduation. Academic departments host guest speakers, supervise classes, and keep students informed of opportunities to work with professionals in the industry. Students are encouraged to enter work in competitions, volunteer time on extracurricular projects related to their fields of study, and attend seminars and workshops to network and learn.

Students receive assistance with career planning from the moment they enter The Art Institute of Tampa through graduation and beyond. The Career Services Department is designed to encourage successful entry into each graduate's chosen field. From helping students obtain part-time work, while attending college to actively

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supporting a soon-to-be graduate's job search, the faculty and staff at The Art Institute of Tampa are committed to ensuring that each student receives the individualized support required to develop a quality portfolio and résumé ready to present to future employers. Students also participate in career development coursework designed to teach them how to network with professional contacts, negotiate starting salaries with potential employers, and effectively market their skills.

Programs Offered
Baking & Pastry, Diploma and AA
Culinary Arts, Diploma and AA
Culinary Management, BA
Digital Filmmaking & Video Production, BFA
Digital Image Management, Diploma*
Digital Photography, BFA
Fashion Marketing & Management, BA
Game Art & Design, BFA
Graphic Design, AA*
Graphic & Web Design, BFA
Interior Design, BFA
Media Arts & Animation, BFA
Visual Effects & Motion Graphics, BFA
Web Design & Development I, Diploma *
Web Design & Development II, Diploma *

* These programs are no longer accepting applicants.

For all programs, please visit our Student Consumer Information page to find the average time to completion for continuously enrolled students for each credential level offered. This data is available at the average credit load, full-time or at full load. Changing programs, beginning programs at the mid-term start date, taking remedial courses, taking time off from coursework, registering for fewer hours or unsuccessful attempts at course completion will increase the total length of the program and overall cost of education from what is disclosed. Transfer credits awarded toward your program will likely decrease the overall length and cost of education.

STUDENT LIFE

At The Art Institute of Tampa, students are part of a community where diversity is its strength and the integrity of each individual is respected. Our students' campus life supports the creative and intellectual evolution of everyone at The Art Institute of Tampa. Although some students arrive with previous experience in their program fields, others arrive with only their desire to learn. Students come to The Art Institute of Tampa from private schools, public schools, and home schooling environments. Many choose the convenience of residing in the surrounding community. At The Art Institute of Tampa, every student with a passion for creativity and self-expression, veterans of our country's military forces, and international students can find a new place to call home.

Student life is an integral part of the collegiate experience. At The Art Institute of Tampa, students have the opportunity to develop friendships that last a lifetime through ongoing classroom interaction and participation in leisure activities and campus-organized events. Making friends and finding shared interests with a wide variety of people are some of the lifelong benefits of the collegiate experience.

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UNDERGRADUATE AND DIPLOMA PROGRAMS

Accessory Design
ASSOCIATE OF ARTS
OFFERED AT THE MIAMI CAMPUS
Clothes may make the man or woman, but accessories make the clothes as they add the finishing touches to any outfit. Today, accessories are the driving force of the retail industry. By studying Accessory Design, students have the opportunity to design in all aspects of the market, including hats, jewelry, handbags, belts, and shoes, using industry-utilized techniques and equipment. Accessory Design students will have the opportunity to learn to adapt the latest trends into their designs as they prepare to create their final collections. The portfolio will consist of designs in all areas of the accessory fields combined with sample collections. Upon graduation, the student will be prepared to enter the exciting world of accessory design.

Students in the accessory design program will have the opportunity to learn what it takes to be a designer in the industry by building their portfolios and creating sample collections to show industry professionals. They first learn to work with their ideas in the illustration classes, and then they take their designs into the working flats for production. Students will have the opportunity to learn construction, patternmaking techniques, and industry equipment before producing their designs in handbags, belts, small leather goods and shoe design.   Knowledge of fashion trends and the industry will help students introduce their designs in the market.

Entry-Level Career Opportunities: Hat Designer, Fine Jewelry Designer, Handbag Designer, Belt Designer, Shoe Designer, Illustrator for Accessory Design.

Gainful Employment Information
Please visit ge.artinstitutes.edu/programoffering/285 for program duration, tuition, fees, other costs, median debt, alumni success, and other important info on the Associate of Applied Arts in Accessory Design program.

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Associate of Arts Core Courses

Code	Course	Credits
FASA218	Buying for Fashion Design	3
FASA101	Jewelry Design I	3
FASA102	Jewelry Design II	3
FASA103	Fashion Illustration for Jewelry Design	3
FASA107	Gemology	3
FASA145	Fashion Trends I	3
FASA155	Fashion Illustration I	3
FASA163	Patternmaking Techniques for Accessory Design	3
FASA173	Construction Techniques for Accessory Design	3
FASA153	Fabrics and Textiles	3
FASA212	Illustration for Footwear Design	3
FASA219	Portfolio	3
FASA222	Footwear Design	3
FADA417	Computerized Textile Design	3
FASA232	Footwear Design and Construction	3
FASA242	Handbag Design	3
FASA245	Fashion Trends II	3
FASA252	Belt Design	3
FASA255	Fashion Trends III	3
FASA262	Fashion Illustration for Belts, Hats, and Handbags	3
FASA272	Handbag Design and Construction	3
FASA282	Hat Design	3
Total Core Credits		*66*

General Education Courses

Code	Course	Credits
ARHA125	History of Western Art I	4
CGSA202	Computer Concepts and 2-D Applications	4
ENCA101	English Composition I	4
ENCA102	English Composition II	4
MATA115	Applied Mathematics	4
GE	Social/Behavioral Science Elective	4
Total General Education Courses		*24*

Total Credits for Associate of Arts Degree   90

Miami International University of Art & Design
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Advertising
BACHELOR OF ARTS
OFFERED AT THE MIAMI CAMPUS

From magazines, newspapers, billboards, and television commercials to interactive media, advertising is everywhere. It is an industry of ideas that informs, inspires, and entertains. Advertising is dynamic, constantly searching for new ways to reach people with innovative design, writing, and communication. A sharp advertising mind must be able to think conceptually and have a passion for marketing, clients, consumers, media, and design.

The course of study begins with the fundamentals: color and design, photographic imaging, graphics, layout, and, most importantly, learning how to conceptualize ideas. It continues with studies in the 4Ps of marketing: product, price, place, and promotion. Students will have the opportunity to develop marketing plans, plan media campaigns, conceptualize and execute creative vehicles, and write, all while addressing business issues and industry concerns facing advertising agencies.

Students will also have the opportunity to learn the interactive components of advertising, multimedia, and publication design as well as gain strong presentation skills. As part of the coursework, students will complete an internship and create a portfolio to show prospective employers.

While many schools traditionally offer advertising classes through a business or journalism department, the program at Miami International University of Art & Design is designed to provide a solid art and design foundation combined with hands-on courses in the business and marketing aspects of advertising. Students have the opportunity to learn industry-related software such as Adobe Photoshop, Illustrator, Dreamweaver, and InDesign. The Advertising program is committed to producing well rounded students ready for the world and the exciting field of advertising.

Entry-Level Career Opportunities: Account Coordinator, Account Planning, Advertising Designer, Interactive Media Specialist, Junior Account Executive, Junior Media Planner and Buyer, Marketing Analyst Assistant, Media Management, Social Media Coordinator and Trafficker.

Gainful Employment Information
Please visit ge.artinstitutes.edu/programoffering/286 for program duration, tuition, fees, other costs, median debt, alumni success, and other important info on the Bachelor of Arts in Advertising program.

Bachelor of Arts Core Courses		**Credits**
ADVA101	Fundamentals of Advertising	3
ADVA201	Fundamentals of Marketing	3
ADVA204	Consumer Behavior and Persuasive Sales Techniques	3
ADVA205	History of Advertising	3
ADVA207	Creative and Strategic Planning	3
ADVA208	Principles of Marketing Research	3
ADVA209	Portfolio I	3
ADVA214	Advertising Copywriting	3
ADVA215	Advertising, Storyboarding and Scriptwriting	3
ADVA302	Introduction to Ad Campaigns	3
ADVA303	Interactive Advertising	3

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ADVA307	Brand Strategy	3
ADVA308	Account Planning	3
ADVA328	Public Relations	3
ADVA332	Intermediate Ad Campaigns	3
ADVA338	Media Planning	3
ADVA409	Portfolio Presentation	2
ADVA412	Advanced Advertising Campaigns	3
ADVA419	Portfolio II	2
FNDA105	Design Fundamentals	3
FNDA110	Observational Drawing	3
FNDA135	Image Manipulation	3
FNDA150	Digital Color Theory	3
GWDA101	Applications and Industry	3
GWDA102	Rapid Visualization	3
GWDA103	Digital Illustration	3
GWDA105	Concept Design	3
GWDA111	Introduction to Layout Design	3
GWDA112	Typography–Traditional	3
GWDA133	Fundamentals of Web Design	3
GWDA222	Intermediate Layout Design	3
GWDA305	Art Direction	3
GWDA308	Business of Graphic Design	3
PHOA101	Principles of Photography	3
	Thematic Elective Track *	(12)

Thematic track options are listed below:

Thematic Elective Track: Interactive and Creative Development (12 credits)

ADVA304	Writing for Interactive Media	3
ADVA312	Emerging Media in Advertising	3
GWDA382	Design for Mobile Devices	3
GWDA392	User Experience: Prototyping	3

Thematic Elective Track: Account Planning and Management (12 credits)

ADVA318	Budgeting and Financial Management	3
ADVA348	Leadership and Organizational Behavior	3
ADVA407	E-Commerce Strategies and Analytics	3
ADVA408	Advanced Account Planning	3

Thematic Elective Track: Social Media and Marketing (12 credits)

ADVA304	Writing for Interactive Media	3
ADVA322	Digital Media Campaigns	3
ADVA402	Online Community Management	3

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ADVA407	E-Commerce Strategies and Analytics	3

Total Core Credits   *112*

* ADVA406 Internship may be taken in place of one thematic elective course.

General Education Courses		**Credits**
ARHA125	History of Western Art I	4
ARHA126	History of Western Art II	4
ARHA226	Postmodernism and Contemporary Art	4
COMA112	Principles of Communication	4
ENCA101	English Composition I	4
ENCA102	English Composition II	4
MATA101	College Algebra	
OR		
MATA115	Applied Mathematics	(4)
MATA201	College Geometry	4
GE English Electives (choose 2)		8
GE Science Elective		4
GE Psychology Elective		4
GE Humanities Electives (choose 2)		8
Other GE Elective(choose 3)		(12)
Total General Education Courses		*68*

Total Credits for Bachelor of Arts Degree   **180**

Audio Production
BACHELOR OF SCIENCE
OFFERED AT THE MIAMI CAMPUS

Audio industry professionals need to understand the principles of acoustics and the physics of sound to accomplish their creative objectives. In the Audio Production program, students have the opportunity to learn a range of these theoretical concepts, as well as hands-on techniques and industry business practices, all of which they can apply in a variety of settings. The program also encourages students to develop their aesthetic sensibilities and explore innovative approaches to producing sound as they work on class projects.

Our curriculum is designed to produce versatile artists and technicians who can work in film post-production and location recording, music production, recording and engineering, radio and television, game design, and audio production for interactive media.

Students start with acoustic, musical, and electronic audio basics while working with digital computer-based audio recording and editing programs. The program includes audio recording and post-production classes as well as courses in music and studio business. Students build on this foundation by studying advanced musical production and engineering, Musical Instrument Digital Interface systems (MIDI), audio-to-video, advanced mixing and mastering, interactive media, media business, and project management. Before graduating, each student will complete a portfolio that demonstrates his or her skills to prospective employers in all of these fields.

The program is designed to provide a creative, structured environment that encourages and demands a combination of hands-on experience and technical knowledge using the kind of equipment used by the industry today.

Entry-Level Career Opportunities: Audio Post-production Engineer, Audio Software Designer/Producer, Foley Artist, Editor, Mixer, Music Editor/Producer, or Sound Designer.
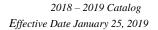
Gainful Employment Information
Please visit ge.artinstitutes.edu/programoffering/1383 for program duration, tuition, fees, other costs, median debt, alumni success, and other important info on the Bachelor of Science in Audio Production program.

Bachelor of Science Core Courses		Credits
AUDA101	Fundamentals of Audio	3
AUDA102	Music Theory for Audio Professionals I	3
AUDA103	Audio Technology I	3
AUDA111	Survey of the Audio Industry	3
AUDA112	Music Theory for Audio Professionals II	3
AUDA113	Digital Audio I-Introduction to the Interface	3
AUDA123	Video Production for Audio	3
AUDA133	Audio Recording I	3
AUDA143	Electronics I	3
AUDA202	Synthesis and Sound Design I	3
AUDA203	Production Sound	3
AUDA205	Listening and Analysis	3
AUDA213	Audio Technology II	3
AUDA215	Acoustics	3

AUDA223	MIDI Systems I	3
AUDA233	Post-Production Sound	3
AUDA243	Digital Audio II-Digital Audio Systems	3
AUDA253	Audio Recording II	3
AUDA263	Live Sound Reinforcement I	3
AUDA273	Electronics II	3
AUDA283	Audio Distribution Technologies	3
AUDA302	Synthesis and Sound Design II	3
AUDA303	Advanced Post-Production Sound	3
AUDA308	Business Fundamentals	3
AUDA309	Portfolio I	3
AUDA312	Special Topics	3
AUDA313	Digital Audio III-Mixing	3
AUDA322	Senior Project I	3
AUDA323	Advanced Recording Techniques I	3
AUDA333	Sound for Interactive Media	3
AUDA334	MIDI Systems II	3
AUDA335	Digital Audio IV	3
AUDA343	Advanced Recording Techniques II	3
AUDA353	Live Sound Reinforcement II	3
AUDA403	Senior Project II	3
AUDA406	Internship	3
AUDA408	Business and Culture of Audio	3
AUDA409	Portfolio II	3
AUDA418	Media Business Practices	3
AUDA446	Interactive Music	3
DFVA113	Fundamentals of Editing	3
	Thematic Elective Track	9

Thematic track options are listed below:

Thematic Elective Track-Post-Production (9 credits)

AUDA332	Music Editing	3
AUDA405	Audio for Advertising	3
AUDA415	Composition and Scoring	3

Thematic Elective Track-Music Technology (9 credits)

AUDA413	Advanced Broadcast Audio	3
AUDA453	Acoustic Recording and Production	3
AUDA463	Analog Systems	3

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Thematic Elective Track-Music (9 credits)

AUDA405	Audio for Advertising	3
AUDA415	Composition and Scoring	3
AUDA425	Songwriting	3
Total Core Credits		*132*

General Education Courses		**Credits**
COMA112	Principles of Communication	4
ENCA101	English Composition I	4
ENCA102	English Composition II	4
HISA208	United States History from Civil War to Present	4
HUMA202	Contemporary World	4
MATA115	Applied Mathematics	4
MATA201	College Geometry	4
MATA202	Finite Mathematics	4
PSYA101	Introduction to Psychology	4
SCIA206	Introduction to Physics	4
GE English Elective		4
Other GE Elective		4
Total General Education Courses		*48*
Total Credits for Bachelor of Science Degree		**180**

Baking & Pastry
ASSOCIATE OF ARTS
OFFERED AT THE TAMPA CAMPUS

Participation in this program may be limited by local drinking age requirements. Please contact your campus Chef Director for information.

The Associate of Arts in Baking & Pastry program is designed to serve the food service industry career-focused student, as well as career changers. Graduates may use their degree to advance their careers in their current field, transition to a career with greater baking and pastry responsibility, or pursue an entry-level management position.

Entry-Level Career Opportunities for Associate of Arts graduates: Kitchen Manager, Assistant Pastry Chef, Prep Cook, Catering Assistant, Cake Decorator, Chocolatier, Bread Baker, Pastry Cook, Assistant Baker, or Baker.

Gainful Employment Information
Please visit ge.artinstitutes.edu/programoffering/2389 for program duration, tuition, fees, other costs, median debt, alumni success, and other important info on the Associate of Arts in Baking & Pastry program.

Associate of Arts Core Courses		Credits
BAPA102	European Cakes and Tortes	3
BAPA202	Advanced Patisserie and Display Cakes	6
BAPA203	Artisan Breads and Baking Production	6
BAPA212	Chocolate, Confections and Centerpieces	6
CULA101	Concepts and Theories of Culinary Techniques	3
CULA102	Management by Menu	3
CULA103	Fundamentals of Classical Techniques	6
CULA108	Sustainable Purchasing and Controlling Costs	3
CULA112	Latin Cuisine	3
CULA113	American Regional Cuisine	6
CULA123	Introduction to Baking and Pastry Techniques	6
CULA206	Food and Beverage Operations Management	3
CULA208	Management, Supervision and Career Development	3
CULA209	Capstone	3
CULA213	À la Carte Kitchen	6
Total Core Credits		*66*

General Education Courses		Credits
COMA112	Principles of Communication	4
ENCA101	English Composition I	4
ENGA203	English Literature and Writing	
OR		
ENGA201	Creative Writing	(4)
HISA132	Nutrition Science	4

MATA113	Ideas of Mathematics	4
PSYA101	Introduction to Psychology	4
Total GE Credits		*24*

Total Credits for Associates of Arts Degree   **90**

BAKING & PASTRY

DIPLOMA
OFFERED AT THE TAMPA
Participation in this program may be limited by local drinking age requirements. Please contact your Chef Director for information.

The Baking & Pastry Diploma program provides students with fundamentals in pastry and bread baking techniques, production skills, and critical thinking skills. Instruction is delivered through lecture and hands-on kitchen production with students developing competencies in the fundamentals of baking, desserts, cake decoration, and the pastry arts.

Please visit the following Gainful Employment links for program duration, tuition, fees, and other costs, median debt, alumni success, and other important info:

Location	Gainful Employment URL
The Art Institute of Tampa	ge.artinstitutes.edu/programoffering/99

Diploma Courses		**Credits**
BAPA102	European Cakes and Tortes	3
BAPA202	Advanced Patisserie and Display Cakes	6
BAPA203	Artisan Breads and Baking Production	6
BAPA212	Chocolate, Confections and Centerpieces	6
CULA101	Concepts and Theories of Culinary Techniques	3
CULA103	Fundamentals of Classical Techniques	6
CULA108	Sustainable Purchasing and Controlling Costs	3
CULA112	Latin Cuisine	3
CULA113	American Regional Cuisine	6
CULA123	Introduction to Baking and Pastry Techniques	6
CULA208	Management, Supervision and Career Development	3
HISA132	Nutrition Science	4

Total Credits for Diploma	**55**

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Computer Animation
BACHELOR OF FINE ARTS
OFFERED AT THE MIAMI CAMPUS

Computer Animation is a challenging and rapidly evolving industry that enables students to transform their ideas from simple sketches to virtual reality. Students in this program will have the opportunity to learn how to bring life to unique characters and create entire worlds. Traditional conceptual artwork will become 3-D computer animated visions that can be manipulated in countless ways and honed according to professional standards for the film and broadcast industries.

The Computer Animation program begins with a study of human anatomy, life drawing, and perspective in order to perfect the creation of 2-D and 3-D renderings of lifelike forms and environments. 2-D and 3-D animation techniques will be used in a variety of media from pencil and paper to industry-standard software packages. Our talented faculty enhances the student's skills in storyboarding, pre-production, production, post-production, and self-promotion.

Entry-Level Career Opportunities: Storyboard Artist, Character Animator, Texture Artist, Character Modeler, Layout Artist, Special Effects Artist, Video Game Artist, Character Rigger, Technical Director.

Gainful Employment Information
Please visit ge.artinstitutes.edu/programoffering/288 for program duration, tuition, fees, other costs, median debt, alumni success, and other important info on the Bachelor of Fine Arts in Computer Animation program.

Bachelor of Fine Arts Core Courses		Credits
CMAA103	Digital Imaging	3
CMAA120	Maquette Construction	3
CMAA140	2D Animation	3
CMAA200	Introduction to 3D Computer Animation	3
CMAA201	Computer Modeling I	3
CMAA202	Computer Modeling II	3
CMAA210	Previsualization: Storyboard and Animatic	3
CMAA211	Cinematic Techniques I: Editing Studio	3
CMAA220	Texture I: Material and Lighting	3
CMAA221	Character Rigging	3
CMAA240	Drawing for Computer Animation and Visual Effects	3
CMAA241	Performance and Story Development	3
CMAA301	Animation I: Performance	3
CMAA302	Animation II: Expression	3
CMAA303	Computer Modeling III	3
CMAA304	Advanced Digital Compositing	3
CMAA320	Digital Compositing: Motion Graphics	3
CMAA400	Digital 2D Animation Studio	3
CMAA403	Introduction Special Effects	3
CMAA404	Graphics Programming	3
CMAA405	Texture II: Shading Networks	3

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CMAA406	Film Production Studio	3
CMAA410	Print Portfolio Presentation	3
CMAA411	Advanced Special Effects	3
CMAA422	Demo Reel Presentation	2
CMAA423	Internship	2
CMAA490	Selected Topics in Animation	3
FNDA105	Design Fundamentals	3
FNDA110	Observational Drawing	3
FNDA150	Digital Color Theory	3
VIAA149	Figure Drawing I	3
VIAA151	Painting I	3
VIAA345	Figure Sculpture I	3
VIAA402	Clothed Figure Drawing	3
VIAA414	Animal Imagery and Archetypes	3
CMAA100	History of animation	3
Programmatic Elective I		3
Programmatic Elective II		3

Total Core Credits   *112*

General Education Courses   **Credits**

ARCA106	History of Architecture	4
ARHA125	History of Western Art I	4
ARHA126	History of Western Art II	4
COMA112	Principles of Communication	4
ENCA101	English Composition I	4
ENCA102	English Composition II	4
ENGA201	Creative Writing	4
MATA115	Applied Mathematics	4
MATA201	College Geometry	4
PSYA101	Introduction to Psychology	
OR		
PSYA113	Social Psychology	(4)
PSYA202	Psychology of Personality	4
GE Humanities Electives (choose 2)		8
GE Science Elective		4
Other GE Electives (choose 3)		12
Total General Education Courses		*68*

Total Credits for Bachelor of Fine Arts Degree   **180**

Culinary Arts
ASSOCIATE OF ARTS
OFFERED AT THE TAMPA CAMPUS
Participation in this program may be limited by local drinking age requirements. Please contact your Chef Director for information.

An entry-level career in the culinary arts offers students the opportunity to be creative and respected in a competitive field. The objective of the Culinary Arts program is for students to attain fundamental skills in culinary arts.

Students are introduced to culinary concepts and theories, fundamentals of culinary arts, principles of sanitation and safety, American regional cuisine, garde manger, essentials for baking and pastry, and fundamental concepts and practices in hospitality management.
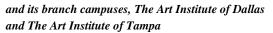
The Culinary Arts program begins with students learning the fundamentals of cooking, classical and modern techniques, and sanitation and safety principles. Practical and knife skills will be tested at specific points throughout the program.

Entry-Level Career Opportunities: Kitchen Manager, Assistant Pastry Chef, Assistant Dining Room Manager, Banquet Chef, Sous Chef, Prep Cook, Line Cook, Catering Assistant.

Gainful Employment Information
Please visit ge.artinstitutes.edu/programoffering/100 for program duration, tuition, fees, other costs, median debt, alumni success, and other important info on the Associate of Arts in Culinary Arts program.

Associate of Arts Core Courses		**Credits**
CULA101	Concepts and Theories of Culinary Techniques	3
CULA102	Management by Menu	3
CULA103	Fundamentals of Classical Techniques	6
CULA108	Sustainable Purchasing and Controlling Costs	3
CULA112	Latin Cuisine	3
CULA113	American Regional Cuisine	6
CULA123	Introduction to Baking and Pastry Techniques	6
CULA201	Garde Manger	6
CULA206	Food and Beverage Operations Management	3
CULA208	Management, Supervision and Career Development	3
CULA209	Capstone	3
CULA213	À la Carte Kitchen	6
CULA243	Classical European Cuisine	3
CULA244	Asian Cuisine	3
CULA245	World Cuisine	3
CULA271	Art Culinaire	6
Total Core Credits		*66*

General Education Courses		**Credits**
COMA112	Principles of Communication	4
ENCA101	English Composition I	4
ENGA203	English Literature and Writing	
OR		
ENGA201	Creative Writing	(4)
HISA132	Nutrition Science	4
MATA113	Ideas of Mathematics	
OR		
MATA101	College Algebra	(4)
PSYA101	Introduction to Psychology	4
Total General Education Courses		24

Total Credits for Associate of Arts Degree   **90**

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Culinary Arts
DIPLOMA
OFFERED AT THE TAMPA CAMPUS

Participation in this program may be limited by local drinking age requirements. Please contact your Chef Director for information.

Students are introduced to culinary concepts and theories, skills in culinary arts, principles of sanitation and safety, American regional cuisine, garde manger, essentials for baking and pastry, and fundamental concepts and practices in hospitality management.

Please visit the following Gainful Employment links for program duration, tuition, fees, and other costs, median debt, alumni success, and other important info:

Location	Gainful Employment URL
The Art Institute of Tampa	ge.artinstitutes.edu/programoffering/3218

Associate of Arts Core Courses		**Credits**
CULA101	Concepts and Theories of Culinary Techniques	3
CULA103	Fundamentals of Classical Techniques	6
CULA108	Sustainable Purchasing and Controlling Costs	3
CULA112	Latin Cuisine	3
CULA113	American Regional Cuisine	6
CULA123	Introduction to Baking and Pastry Techniques	6
CULA201	Garde Manger	6
CULA206	Food and Beverage Operations Management	3
CULA208	Management, Supervision and Career Development	3
CULA213	À la Carte Kitchen	6
CULA244	Asian Cuisine	3
CULA245	World Cuisine	3
HISA132	Nutrition Science	4

Total Credits for Diploma   ***55***

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Culinary Management
BACHELOR OF ARTS
OFFERED AT THE TAMPA CAMPUS

Participation in this program may be limited by local drinking age requirements. Please contact your Chef Director for information.

The baccalaureate program in Culinary Management is intended to prepare graduates for culinary-related management and supervisory trainee positions. The program is designed to provide an opportunity for students to become competent in the skills needed for entry-level positions in the foodservice industry: communication, training, leadership, motivation, management, human resources, technology, accounting, marketing, and customer relations. From overseeing food quality, to dealing with customers, to making staffing decisions, a culinary manager handles hundreds of varied yet critically important tasks every day. The manager's capabilities, day-to-day performance, and ability to make decisions quickly often determine the ultimate success or failure of a culinary operation.
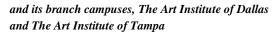
The Culinary Management program begins with students learning the fundamentals of cooking, classical and modern techniques, and sanitation and safety principles. Practical and knife skills will be tested at specific points throughout the program. In addition to these skills, students will become competent in the managerial and financial skills needed to run a successful foodservice business.

Entry-Level Career Opportunities: Management Trainee, Kitchen Manager, Assistant Purchasing Manager, Banquet Chef, Catering Manager.

Gainful Employment Information
Please visit ge.artinstitutes.edu/programoffering/101 for program duration, tuition, fees, other costs, median debt, alumni success, and other important info on the Bachelor of Arts in Culinary Management program.

Bachelor of Arts Core Courses		Credits
CULA101	Concepts and Theories of Culinary Techniques	3
CULA102	Management by Menu	3
CULA103	Fundamentals of Classical Techniques	6
CULA108	Sustainable Purchasing and Controlling Costs	3
CULA112	Latin Cuisine	3
CULA113	American Regional Cuisine	6
CULA123	Introduction to Baking and Pastry Techniques	6
CULA201	Garde Manger	6
CULA206	Food and Beverage Operations Management	3
CULA208	Management, Supervision and Career Development	3
CULA209	Capstone	3
CULA213	À la Carte Kitchen	6
CULA243	Classical European Cuisine	3
CULA244	Asian Cuisine	3
CULA245	World Cuisine	3
CULA271	Art Culinaire	6
CULA301	Human Resource Management	3
CULA302	Facilities Management and Design	3

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CULA303	Food Service Technology and Information	3
CULA312	Hospitality Marketing	3
CULA313	Exploring Wines and the Culinary Arts	3
CULA320	Introduction to Accounting Principles	3
CULA321	Foodservice Financial Management	3
CULA322	Catering and Event Management	3
CULA323	Legal Issues and Ethics for Culinarians	3
CULA332	Quality Service Management and Training	3
CULA333	Senior Culinary Practicum	2
CULA400	Leadership and Organizational Development	3
CULA401	Innovation and Entrepreneurship	3
CULA402	Senior Project Capstone	2
CULA403	Global Management and Operations In the Hospitality Industry	3
CULA406	Management Externship	3
Total Core Credits		*112*

General Education Courses

		Credits
COMA112	Principles of Communication	4
ECOA108	Economics	4
ENCA101	English Composition I	4
ENCA102	English Composition II	4
ENGA203	English Literature and Writing	
OR		
ENGA201	Creative Writing	(4)
HISA132	Nutrition Science	4
MATA113	Ideas of Mathematics	
OR		
MATA101	College Algebra	(4)
MATA314	Statistics	4
PSYA101	Introduction to Psychology	4
HISA101	Ancient World History	4
HISA201	Modern World History	4
PSYA202	Psychology of Personality	4
PHLA211	Contemporary Moral Issues	4
SCIA125	Environmental Science	
OR		
SCIA206	Introduction to Physics	(4)
SYGA200	Sociology	4
Other GE Electives (choose 2)		8
Total General Education Courses		*68*

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Digital Filmmaking & Video Production
BACHELOR OF FINE ARTS
OFFERED AT THE MIAMI, TAMPA CAMPUS

New tools for content creation are continually rising on the digital landscape. Today's content developer must be able to navigate this world with confidence. This baccalaureate program is designed to provide the student with the knowledge, critical thinking, and organizational skills necessary for a creative and rewarding journey. Advances in high definition video, storage area networks, and software toolsets have brought about new competencies, enhanced quality, and improved workflow within the digital filmmaking and video production field. With this in mind, the Digital Filmmaking & Video Production baccalaureate program is designed to offer a relevant curriculum to meet the needs of industry while creating an environment conducive to helping students grow intellectually and creatively to meet the demands of tomorrow's marketplace. Students will have the opportunity to learn to formulate, construct, and deliver digital audio, video, and motion graphics. Graduates of the Digital Filmmaking & Video Production program will be able to apply the emerging digital production techniques to the changing world of mass communication while maintaining high standards of artistic expression.

The Digital Film and Video Production (DFVP) program begins with building a foundation of skill sets using video production hardware such as set-lighting, HD cameras, and other set-related technology. Students will be immersed in field and studio production, and post production workflows including audio for video and motion graphic courses. The complete production cycle will be explored, including scriptwriting, storyboarding, conceptual storytelling, producing and directing. The final year in the DFVP program will be completed by writing, producing, and post-producing a faculty-approved senior project.

Entry-Level Career Opportunities: Production Assistants, Videographers, A/V Technicians, Assistant Editors, Studio Camera Operators, Production Technicians, Character Generator Operator/Graphics System Operators, Media Specialist and Associate Producers.

Gainful Employment Information
Please visit the following Gainful Employment links for program duration, tuition, fees, and other costs, median debt, alumni success, and other important info:

Location	Gainful Employment URL
The Art Institute of Tampa	*ge.artinstitutes.edu/programoffering/102*
Miami International University of Art & Design	*ge.artinstitutes.edu/programoffering/3652*

Bachelor of Fine Arts Core Courses		Credits
AUDA101	Fundamentals of Audio	3
DFVA101	Survey of Digital Filmmaking and Video Production	3
DFVA102	Introduction to Filmmaking Applications and Design	3
DFVA103	Fundamentals of Video Production	3
DFVA105	Conceptual Storytelling	3
DFVA107	Fundamentals of Producing and Directing	3
DFVA111	Principles of Cinematography	3
DFVA113	Fundamentals of Editing	3
DFVA123	Intermediate Video Production	3
DFVA133	Lighting for Digital Film	3

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DFVA201	Fundamentals of Scriptwriting	3
DFVA202	Digital Cinematography	3
DFVA203	Intermediate Editing	3
DFVA204	Acting and Directing	3
DFVA205	History of Film and Media	3
DFVA208	Media Business Practices	3
DFVA212	Broadcast Graphics I	3
DFVA213	Studio Production	3
DFVA214	Scriptwriting	3
DFVA222	Broadcast Graphics II	3
DFVA223	Intermediate Audio	3
DFVA233	Electronic Field Production	3
DFVA303	Multi-Camera Production	3
DFVA306	Internship	3
DFVA307	Media Theory and Criticism	3
DFVA308	Media Delivery Systems and Distribution	3
DFVA309	Portfolio I	2
DFVA313	Sound Design	3
DFVA316	Media Production Workshop	3
DFVA323	Short Media Production	3
DFVA332	Senior Project Preparation	3
DFVA333	Senior Project Production	3
DFVA343	Advanced Editing	3
DFVA353	Compositing for Digital Film	3
DFVA403	Senior Project Post Production	3
DFVA409	Portfolio II	2
FNDA135	Image Manipulation	3
FNDA150	Digital Color Theory	3
Programmatic Elective		3

Total Core Credits   *112*

Credits

General Education Courses

ARHA125	History of Western Art I	4
ARHA126	History of Western Art II	4
CGSA202	Computer Concepts and 2-D Applications	4
COMA112	Principles of Communication	4
COMA205	Introduction to Popular Culture	4
COMA300 or COMA320	Media Theory and Criticism or Intrapersonal Communication	4
ECOA108	Economics	4
ENCA101	English Composition I	4
ENCA102	English Composition II	4

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ENCA206	Elements of Copywriting	4
ENGA201	Creative Writing	
OR		
ENGA203	English Literature and Writing	(4)
GE Electives		4
MATA101	College Algebra	
OR		
MATA115	Applied Mathematics	(4)
MATA201	College Geometry	4
PHLA211	Contemporary Moral Issues	4
PSYA101	Introduction to Psychology	4
SCIA206	Introduction to Physics	
OR		
SCIA125	Environmental Science	(4)
Total General Education Courses		*68*

Total Credits for Bachelor of Fine Arts Degree   180

Digital Image Management
DIPLOMA
OFFERED AT THE MIAMI AND TAMPA CAMPUSES

Students will gain knowledge in key functions of digital photography and video; this involves the basics of how to produce digital photographs and videos that effectively communicate their ideas, the techniques of digital editing, asset management, and publishing and printing of digital files. Students will be taught business principles including how to keep financial records, market their work, and the basic knowledge of licensing, copyright laws, contracts and negotiation. Students will have the opportunity to develop an online portfolio that demonstrates their skills learned to effectively transition them into the workplace.

Please visit the following Gainful Employment links for program duration, tuition, fees, and other costs, median debt, alumni success, and other important info:

Location	Gainful Employment URL
The Art Institute of Tampa	ge.artinstitutes.edu/programoffering/3220
Miami International University of Art & Design	ge.artinstitutes.edu/programoffering/3221

Diploma Courses		**Credits**
FNDA135	Image Manipulation	3
FNDA150	Digital Color Theory	3
PHOA101	Principles of Photography	3
PHOA102	Introduction to Photography Applications	3
PHOA103	Digital Image Management	3
PHOA113	Lighting	3
PHOA123	Color Management and Printing	3
PHOA202	Studio Photography	3
PHOA203	Photographic Post-Production	3
PHOA208	Business of Photography	3
PHOA209	Portfolio I	3
PHOA213	Time-Based Media I	3
PHOA222	Web Design for Non-Majors	3
PHOA233	Advanced Photographic Post-Production	3
PHOA303	Time-Based Media II	3
PHOA308	Marketing for Photographers	3
Total Credits for Diploma		**48**

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Digital Photography
BACHELOR OF FINE ARTS
OFFERED AT THE MIAMI AND TAMPA CAMPUSES

Compelling imagery carries much of the emotional power in today's visual media, both print and electronic. This imagery is most commonly photographic. Students in the Digital Photography program must be creative, imaginative, and attentive to detail as they prepare to enter the field. While building an awareness of significance in visual style, students also have the opportunity to develop core values based on professional standards and practices and a skill set with a solid technical and design foundation.

The program requires students to explore the principles of digital photographic design and the significance of visual style in the commercial sector. Students have the opportunity to study the application of professional cameras, lenses, and related processes, including small, medium, and large formats, as they apply to commercial uses such as editorial or advertising photography. They have the opportunity to learn to use a traditional wet lab, alternative processes, and digital image capture and editing in facilities expressly designed for each purpose. The program is designed to encourage students to apply the equipment and techniques required for successful location and studio photography while learning to solve problems in both natural and artificial lighting. Contemporary digital photographic techniques, from traditional analog processes to the digital workflow, are also applied, resulting in a professional portfolio, regardless of production method. Studios and darkrooms feature program-specific hardware and software. The program is designed to promote a sophisticated set of technical skills as well as marketable personal specialization that reflects the interests and abilities of each student.
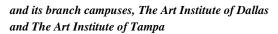
Entry-Level Career Opportunities: Commercial Photographer, Editorial Photographer, Photographic Editor, Photography Studio Owners, or Freelancer.

Gainful Employment Information
Please visit the following Gainful Employment links for program duration, tuition, fees, and other costs, median debt, alumni success, and other important info:

Location	Gainful Employment URL
The Art Institute of Tampa	*ge.artinstitutes.edu/programoffering/1736*
Miami International University of Art & Design	*ge.artinstitutes.edu/programoffering/4340*

Bachelor of Fine Arts Core Courses		Credit
FNDA110	Observational Drawing	3
FNDA135	Image Manipulation	3
FNDA150	Digital Color Theory	3
PHOA101	Principles of Photography	3
PHOA102	Introduction to Photography Applications	3
PHOA103	Digital Image Management	3
PHOA105	Photojournalism	3
PHOA112	Photographic Design	3
PHOA113	Lighting	3
PHOA115	History of Photography I	3
PHOA122	View Camera Theory	3
PHOA123	Color Management and Printing	3
PHOA202	Studio Photography	3

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PHOA203	Photographic Post-Production	3
PHOA205	Advertising / Art Direction	3
PHOA208	Business of Photography	3
PHOA209	Portfolio I	3
PHOA212	Editorial Photography	3
PHOA213	Time-Based Media I	3
PHOA222	Web Design for Non-Majors	3
PHOA223	Advanced Lighting	3
PHOA232	Portraiture	3
PHOA233	Advanced Photographic Post-Production	3
PHOA302	Location Photography	3
PHOA303	Time-Based Media II	3
PHOA305	History of Photography II	3
PHOA307	Photographic Essay	3
PHOA308	Marketing for Photographers	3
PHOA309	Portfolio II	3
PHOA312	Applied Portraiture	3
PHOA315	Creative Concepts	3
PHOA317	Photography Criticism	3
PHOA332	Special Topics I	3
PHOA406	Internship	3
PHOA408	Photography Marketing and Portfolio Package	4
PHOA409	E-Portfolio	3
PHOA412	Special Topics II	3
Total Core Credits		*112*

General Education Courses   **Credits**

ARHA125	History of Western Art I	4
ARHA126	History of Western Art II	4
ARHA200	Greek and Roman Art	
OR		
PHLA105	Philosophy of Aesthetics	(4)
ARHA226	Postmodernism and Contemporary Art	4
ARHA228	History of Non-Western Art	4
CGSA202	Computer Concepts and 2-D Applications	4
COMA112	Principles of Communication	4
ENCA101	English Composition I	4
ENCA102	English Composition II	4
ENGA202	Critical Writing in the Arts	
OR		
Advanced Writing Elective		(4)

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MATA115	Applied Mathematics	
OR		
MATA101	College Algebra	(4)
Art History or Humanities Elective		4
GE Science Elective		4
GE Psychology Elective		4
GE Humanities Elective		4
Other GE Electives (choose 2)		8
Total General Education Courses		*68*

Total Credits for Bachelor of Fine Arts Degree   180

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Fashion Design
ASSOCIATE OF ARTS
OFFERED AT THE MIAMI CAMPUS

The study of Fashion Design in the associate's program provides a firm foundation in the study of design from the couture to the ready-to-wear fashions of today's market. The students focus on illustration, construction, patternmaking, designing a collection from their original ideas, and fashion trends. The business of fashion is emphasized to prepare students for entry-level positions in the global industry of fashion design.

Entry–Level Career Opportunities: Fashion Designer of Men's Wear, Women's Wear, and Specialty Design, Illustrator, Textile Designer, Technical Designer, Fashion Design Stylist.

Gainful Employment Information
Please visit ge.artinstitutes.edu/programoffering/290 for program duration, tuition, fees, other costs, median debt, alumni success, and other important info on the Associate of Arts in Fashion Design program.

Associate of Arts Core Courses		Credits
FASA105	Fashion Design I	3
FASA113	Construction I	3
FASA123	Construction II	3
FASA125	Fashion Design II	3
FASA133	Patternmaking and Draping I	3
FASA135	Fashion Illustration II	3
FASA143	Patternmaking and Draping II	3
FASA145	Fashion Trends I	3
FASA153	Fabrics and Textiles I	3
FASA155	Fashion Illustration I	3
FASA203	Patternmaking and Draping III	3
FASA209	Portfolio	3
FASA215	History of Fashion I	3
FASA218	Fashion Buying for Design	3
FASA223	Construction III	3
FASA233	Construction IV	3
FASA234	Patternmaking and Draping IV	3
FASA245	Fashion Trends II	3
FASA255	Fashion Trends III	3
FASA263	Computerized Patternmaking	3
FASA273	Advanced Patternmaking and Draping	3
FASA283	Advanced Construction	3
Total Core Credits		*66*

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General Education Courses		**Credits**
ARHA125	History of Western Art I	4
CGSA202	Computer Concepts and 2-D Applications	4
ENCA101	English Composition I	4
ENCA102	English Composition II	4
MATA115	Applied Mathematics	4
GE	Social/Behavioral Science Elective	4
Total General Education Courses		*24*
Total Credits for Associate of Arts Degree		**90**

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Fashion Design
BACHELOR OF FINE ARTS
OFFERED AT THE MIAMI CAMPUS

The Fashion Design programs are crafted to prepare students for entry into the exciting and fast-paced global industry of design. The students study design from the couture to the ready-to-wear of today's market. The curriculum is structured to cover all aspects of design from basic illustration to computerized techniques in designing with the programs that are used in the industry today. Students will have the opportunity to compete in both national and international competitions, adding to their extensive portfolios that can be shown to prospective employers in the many fields of fashion design. Students can also network with fashion professionals as they work on the many fashion shows and events in the South Florida fashion community. Upon graduation, students will be prepared to have their own collections or work on a design team for a designer or a manufacturer in the international fashion design world.

In the Bachelor of Fine Arts degree, students take the strong foundation courses studied in the associate's degree and continue to build with the computerized technology that is used in the fashion industry. They specialize in areas of tailoring, couture techniques, grading, and computerized textiles. They continue to build their portfolios along with their involvement in the fashion industry, concentrating on their internships and preparing for their careers in the global fashion industry.

Entry-level Career Opportunities: Fashion Designer of Men's Wear, Women's Wear, and Specialty Design, Illustrator, Textile Designer, Technical Designer, Fashion Design Stylist.

Bachelor of Fine Arts Core Courses		Credits
FADA301	Tailoring Techniques I	3
FADA305	Computer Grading/Patternmaking	3
FADA315	Knitwear Design	3
FADA317	Sourcing Textiles	3
FADA323	Grading, Marking and Cutting	3
FADA408	Apparel Product Management	2
FADA417	Computerized Textile Design	3
FADA418	Licensing	2
FADA426	Advanced Portfolio Development	3
FADA427	Haute Couture Techniques	3
FADA428	Collection	3
FADA436	Internship	3
FASA105	Fashion Design I	3
FASA106	Fashion Show Production	3
FASA113	Construction I	3
FASA123	Construction II	3
FASA125	Fashion Design II	3
FASA133	Patternmaking and Draping I	3
FASA135	Fashion Illustration II	3
FASA143	Patternmaking and Draping II	3
FASA145	Fashion Trends I	3
FASA153	Fabrics and Textiles I	3
FASA155	Fashion Illustration I	3

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FASA203	Patternmaking and Draping III	3
FASA205	Fashion Design III	3
FASA215	History of Fashion I	3
FASA218	Fashion Buying for Design	3
FASA223	Construction III	3
FASA225	Fashion Illustration III	3
FASA233	Construction IV	3
FASA234	Patternmaking and Draping IV	3
FASA243	Fabrics and Textiles II	3
FASA245	Fashion Trends II	3
FASA255	Fashion Trends III	3
FASA256	Menswear Design	3
FASA263	Computerized Patternmaking	3
FASA273	Advanced Patternmaking and Draping	3
FASA283	Advanced Construction	3
Total Core Credits		**112**

General Education Courses		**Credits**
ARHA125	History of Western Art I	4
ARHA126	History of Western Art II	4
CGSA202	Computer Concepts and 2-D Applications	4
COMA112	Principles of Communication	4
ENCA101	English Composition I	4
ENCA102	English Composition II	4
ENCA204	Business and Technical Writing	4
MATA115	Applied Mathematics	4
MATA201	College Geometry	4
GE English Elective		4
GE Social/Behavioral Science Elective		4
GE Science Elective		4
GE History Elective		4
GE Humanities Elective		4
3 Other GE Electives		12
Total General Education Courses		**68**
Total Credits for Bachelor of Fine Arts Degree		**180**

Fashion Merchandising
ASSOCIATE OF ARTS
OFFERED AT THE MIAMI CAMPUS

The study of Fashion Merchandising introduces students to the business of fashion, taking them into all aspects of the retail industry, including management, buying, marketing, public relations, sales promotion, and advertising. The creative ends of the fashion industry are covered, preparing the students to enter into the world of visual merchandising, styling, and fashion show production. The students will have the opportunity to work with industry reports, learning how to implement fashion trends in the global market and to work in the fashion industry in South Florida by assisting with fashion events. They combine this experience with their knowledge from their classes into their portfolios, preparing for entry-level positions in the fashion industry.

Entry-Level Career Opportunities: Retail Management, Buyer, Marketing Director, Public Relations Director, Product Developer, Stylist, Visual Merchandiser, Magazine Editor, Fashion Show and Event Producer, Designer Representative, and Fashion Trend Reporter.

Gainful Employment Information
Please visit ge.artinstitutes.edu/programoffering/291 for program duration, tuition, fees, other costs, median debt, alumni success, and other important info on the Bachelor of Arts in Fashion Merchandising program.

Associate of Arts Core Courses		Credits
FASA104	Public Relations I	3
FASA106	Fashion Show Production	3
FASA108	Management I	3
FASA116	Visual Merchandising I	3
FASA118	Retail Marketing	3
FASA126	Visual Merchandising III	3
FASA128	Sales Promotion I	3
FASA145	Fashion Trends I	3
FASA153	Fabrics and Textiles I	3
FASA158	International Retailing	3
FASA206	Styling I	3
FASA215	History of Fashion I	3
FASA216	Styling II	3
FASA217	Visual Merchandising II	3
FASA228	Fashion Buying I	3
FASA229	Portfolio	3
FASA235	History of Fashion II	3
FASA238	Business Policy I	3
FASA245	Fashion Trends II	3
FASA248	Fashion Buying II	3
FASA255	Fashion Trends III	3
FASA258	Advertising for Fashion I	3
Total Core Credits		*66*

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General Education Courses

ARHA125	History of Western Art I	4
CGSA204	Business Computing	4
ENCA101	English Composition I	4
ENCA102	English Composition II	4
MATA115	Applied Mathematics	4
GE	Social/Behavioral Science Elective	4
Total	*General Education Courses*	*24*

Total Credits for Associate of Arts Degree 90

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Fashion Merchandising
BACHELOR OF ARTS
OFFERED AT THE MIAMI CAMPUS

Fashion is truly an international language in South Florida, with Miami becoming a contributor in this competitive industry. The local fashion industry includes design, retail, manufacturing, magazines, film, modeling, advertising, and photography, just to name a few. Students studying Fashion Merchandising can be involved in and study all aspects of the field while working with professionals in the industry. They will have the opportunity to work on market weeks, trade shows, and fashion shows for retail stores and designers. Students will be required to complete an internship in the industry, which is designed to prepare them for the exciting global fashion world. The curriculum is structured to prepare students with current knowledge of the retail industry, including buying, public relations, advertising, fashion magazines, visual merchandising, fashion show production, and fashion styling. Students will build professional portfolios of their projects and their work to present to prospective employers.

Students studying for their baccalaureate degree combine the courses that they studied in the associate's degree program to further their course of study and to specialize on the business of fashion. They continue their course of study with product development, marketing, fashion magazines, and creative presentations. Internships within the industry are focused on their career goals to give the first-hand information needed to succeed in the global industry of fashion.

Entry-level Career Opportunities: Retail Management, Buyer, Marketing Director, Product Developer, Stylist, Visual Merchandiser, Fashion Show and Event Producer, Designer Representative, and Fashion Trend Reporter.

Bachelor of Arts Core Courses		Credits
FASA104	Public Relations I	3
FASA106	Fashion Show Production	3
FASA108	Management I	3
FASA114	Public Relations II	3
FASA116	Visual Merchandising I	3
FASA118	Retail Marketing	3
FASA126	Visual Merchandising III	3
FASA128	Sales Promotion I	3
FASA138	Sales Promotion II	3
FASA145	Fashion Trends I	3
FASA148	Management II	3
FASA153	Fabrics and Textiles I	3
FASA158	International Retailing	3
FASA206	Styling I	3
FASA208	Advertising for Fashion II	3
FASA215	History of Fashion I	3
FASA216	Styling II	3
FASA217	Visual Merchandising II	3
FASA228	Fashion Buying I	3
FASA229	Portfolio	3
FASA235	History of Fashion II	3

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FASA238	Business Policy I	3
FASA245	Fashion Trends II	3
FASA248	Fashion Buying II	3
FASA255	Fashion Trends III	3
FASA258	Advertising for Fashion I	3
FMDA302	Product Development I	3
FMDA304	Fashion Magazines	3
FMDA307	Consumer Behavior	3
FMDA308	Electronic/Direct Marketing	3
FMDA314	Creative Fashion Presentation and Forecasting	3
FMDA318	Introduction to Cosmetics and Fragrance	3
FMDA402	Product Development II	3
FMDA404	Effective Communication for Fashion	3
FMDA406	Success Seminar	3
FMDA408	Small Business Management	3
FMDA409	Internship	4
Total Core Credits		*112*

General Education Courses		**Credits**
ARHA125	History of Western Art I	4
ARHA126	History of Western Art II	4
CGSA204	Business Computing	4
COMA112	Principles of Communication	4
ENCA101	English Composition I	4
ENCA102	English Composition II	4
ENCA204	Business and Technical Writing	4
MATA115	Applied Mathematics	4
MATA202	Finite Mathematics	4
GE English Elective		4
GE History Elective		4
GE Humanities Elective		4
GE Science Elective		4
GE Social Science Electives (choose 2)		8
GE Social/Behavioral Science Electives (choose 2)		8
Total General Education Courses		*68*

Total Credits for Bachelor of Arts Degree   **180**

Fashion Marketing & Management
BACHELOR OF ARTS
OFFERED AT THE TAMPA CAMPUS

The Bachelors degree in Fashion Marketing & Management program is a twelve-quarter program that will offer experience across disciplines in business, fashion, and design, covering both soft and hard lines. This cross-functional focus will allow students to expand beyond traditional fashion design positions and choose among options in manufacturing, design and retailing. The content of the curriculum includes fashion industry trends and manufacturing, general business, management, operations and compliance, retailing, marketing, advertising, and design. Students will learn how to effectively bridge the gap between designers and the retail market. They will be required to both identify and anticipate fashion trends, as well as to develop the decision-making skills needed to insure that the preferred consumer goods are in stock at the appropriate time.

Entry-level Career Opportunities: Assistant Retail Store Manager, Department Retail Sales Manager, Professional Visual Merchandiser, Marketing Assistant, Buyer/Assistant Buyer, Merchandiser/Assistant Merchandiser, Merchandise Displayer, Window Trimmer, Fashion Coordinator, Creative Director, Event Promotion, Product and Sales Development.

Gainful Employment Information
Please visit ge.artinstitutes.edu/programoffering/4448 for program duration, tuition, fees, other costs, median debt, alumni success, and other important info on the Bachelor of Arts in Fashion Marketing & Management program.

Bachelor of Arts Core Courses		**Credits**
ADVA201	Fundamentals of Marketing	3
ADVA204	Consumer Behavior and Persuasive Sales Techniques	3
ADVA307	Brand Strategy	3
ADVA328	Public Relations	3
ADVA348	Leadership and Organizational Behavior	3
ADVA407	E-Commerce Strategies and Analytics	3
FADA103	Textile Fundamentals	3
FADA111	Survey of the Fashion Industry	3
FADA207	Early History of Fashion	3
FADA208	Trends and Forecasting	3
FADA217	Modern History of Fashion	3
FADA308	Fundamentals of Business	3
FADA312	Sourcing and Technical Design	3
FMMA101	Introduction to Retailing	3
FMMA103	Survey of Manufacturing and Product Development	3
FMMA104	Sales Promotion	3
FMMA201	Merchandising Math	3
FMMA202	3D Visual Merchandising I	3
FMMA203	Event and Fashion Show Production	3
FMMA208	Finance Principles	3
FMMA211	Retail Buying	3

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FMMA212	3D Visual Merchandising II	3
FMMA218	Human Resource Management	3
FMMA221	Merchandise Management	
OR		
Programmatic Elective		(3)
FMMA301	Elements of Retail Logistics and Distribution	3
FMMA302	Global Marketing	3
FMMA303	Apparel Fit and Construction Evaluation	3
FMMA308	Fashion Business Law	3
FMMA312	Fundamentals of Fashion Styling	3
FMMA406	Internship	3
FMMA408	Entrepreneurship	3
FMMA409	Portfolio I	4
FMMA419	Portfolio and Professional Development	3
FNDA105	Design Fundamentals	3
FNDA135	Image Manipulation	3
FNDA150	Digital Color Theory	3
GWDA103	Digital Illustration	3
Total Core Credits		*112*

General Education Courses		**Credits**
CGSA202	Computer Concepts and 2-D Applications	4
COMA112	Principles of Communication	4
ENCA101	English Composition I	4
ENCA102	English Composition II	4
ENGA201	Creative Writing	
OR		
ENGA203	English Literature and Writing	(4)
ENCA204	Business and Technical Writing	4
HISA101	Ancient World History	4
HUMA202	Contemporary World	4
MATA115	Applied Mathematics	
OR		
MATA101	College Algebra	(4)
MATA314	Statistics	4
PHLA105	Philosophy of Aesthetics	4
PHLA211	Contemporary Moral Issues	4
PSYA101	Introduction to Psychology	4
SCIA125	Environmental Science	4
GE Electives (choose 3)		(12)
Total GE Credits		*68*

Total Credits for Bachelor of Arts Degree   **180**

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Game Art & Design
BACHELOR OF FINE ARTS
OFFERED AT THE TAMPA CAMPUS

The baccalaureate program in Game Art & Design offers a broad range of design and technology skills for an entry-level career in game development. Students will have the opportunity to acquire a combination of skills in drawing, perspective, 2-D design, and animation. They will study lighting, color theory, anatomy, character and level design, and game prototyping. In addition, students will have the opportunity to develop skills in storyboarding, character animation, programming, and web-based game content production. Graduates of the Game Art & Design program will be prepared to seek entry-level positions in the Game Art and Design field, including the business of game production and self-promotion, culminating in a professional demo reel and portfolio.

The Game Art & Design program begins with foundational drawing, digital photography, and game play in order to create entertaining and engaging games. 3-D Modeling, animating, and lighting techniques will be taught using industry-standard software to create game assets in a computer environment. Using game production techniques, the student will be a part of a production team, create level designs, and produce interactive game prototypes for fully realized projects.

Entry-Level Career Opportunities: Texture Artist, Character Animator, Modeler, Level Designer, Interface Designer, Director of Game Design, 2-D Artist, 3-D Artist, Texture Artist, Cinematic Artist.

Gainful Employment Information
Please visit ge.artinstitutes.edu/programoffering/105 for program duration, tuition, fees, other costs, median debt, alumni success, and other important info on the Bachelor of Fine Arts in Game Art & Design program.

Bachelor of Fine Arts Core Courses		Credits
FNDA105	Design Fundamentals	3
FNDA110	Observational Drawing	3
FNDA120	Perspective Drawing	3
FNDA135	Image Manipulation	3
FNDA150	Digital Color Theory	3
GADA101	Introduction to Game Development	3
GADA102	Interactive Storytelling	3
GADA202	Game Design and Game Play	3
GADA203	Texture Mapping for Games	3
GADA205	Concept Design and Illustration	3
GADA212	Level Design	3
GADA213	Game Modeling	3
GADA222	Advanced Level Design	3
GADA223	Advanced Hard Surface and Organic Modeling	3
GADA233	Material and Lighting for Games	3
GADA243	Programming for Artists	3
GADA253	Environmental Modeling	3
GADA302	Mobile and Social Game Design	3
GADA303	Game Prototyping	3
GADA312	Game Animation	3

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GADA313	Advanced Game Prototyping	3
GADA314	Team Production Planning	3
GADA323	Team Production I	3
GADA403	Team Production II	3
GADA406	Internship	4
GADA409	Portfolio I	3
GADA419	Portfolio II	3
MAAA102	Life Drawing and Gesture	3
MAAA111	Animation Principles	3
MAAA202	Character and Object Design	3
MAAA213	3D Modeling	3
MAAA223	Hard Surface and Organic Modeling	3
MAAA232	3D Animation	3
MAAA242	Character Modeling	3
MAAA243	Material and Lighting	3
MAAA303	3D Character Rigging	3
Programmatic I		3
Total Core Credits		112

General Education Courses		**Credits**
ARCA106	History of Architecture	4
ARHA125	History of Western Art I	4
ARHA126	History of Western Art II	4
CGSA202	Computer Concepts and 2-D Application	4
COMA205	Introduction to Popular Culture	4
COMA112	Principles of Communication	4
ENCA101	English Composition I	4
ENCA102	English Composition II	4
ENGA201	Creative Writing	4
MATA101	College Algebra	4
MATA201	College Geometry	4
PHLA105	Philosophy of Aesthetics	4
PSYA101	Introduction to Psychology	4
SCIA105	Introduction to Anatomy and Physiology	4
SCIA125	Environmental Science	
OR		
SCIA206	Introduction to Physics	(4)
GE Electives (choose 2)		8
Total General Education Courses		*68*

Total Credits for Bachelor of Fine Arts Degree   **180**

GRAPHIC DESIGN
ASSOCIATE OF ARTS*
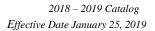OFFERED AT THE TAMPA CAMPUS

Students in the associate's degree program have the opportunity to gain an introductory experience in the workings and functions of the graphic design industry. They will be introduced to many aspects of graphic design as practiced in the 21st century, including design principles, the creation of logos, packaging, image manipulation and correction, illustration, and page layout. Emphasis will be placed on the digital and traditional tools of the industry. Creative problem solving and decision-making are practiced at every level as students are given design problems to solve. Our experienced faculty guides students through the principles and concepts that will serve as a basis for their careers.

Entry-Level Career Opportunities: Production Artist, Computer Artist, Digital Imaging Artist, Junior Designer, Broadcast Graphic Artist, or Layout Artist.

Gainful Employment Information
Please visit ge.artinstitutes.edu/programoffering/107 for program duration, tuition, fees, other costs, median debt, alumni success, and other important info on the Associate of Arts in Graphic Design program.

Associate of Arts Core Courses		Credits
FNDA105	Design Fundamentals	3
FNDA110	Observational Drawing	3
FNDA135	Image Manipulation	3
FNDA150	Digital Color Theory	3
GWDA101	Applications and Industry	3
GWDA102	Rapid Visualization	3
GWDA103	Digital Illustration	3
GWDA105	Concept Design	3
GWDA111	Introduction to Layout Design	3
GWDA112	Typography –Traditional	3
GWDA122	Typography – Hierarchy	3
GWDA133	Fundamentals of Web Design	3
GWDA202	Interface Design	3
GWDA203	Prepress and Print Production	3
GWDA209	Portfolio I	3
GWDA212	Typography-Expressive and Experimental	3
GWDA222	Intermediate Layout Design	3
GWDA252	Advanced Layout Design	3
GWDA272	Corporate Identity	3
GWDA273	Intermediate Web Design	3
GWDA308	Business of Graphic Design	3
PHOA101	Principles of Photography	3
Total Core Credits		***66***

General Education Courses

		Credits
ARHA125	History of Western Art I	4
ENCA101	English Composition I	4
ENCA102	English Composition II	4
ENGA201	Creative Writing	4
MATA115	Applied Mathematics	
OR		
MATA101	College Algebra	(4)
GE	Social/Behavioral Science Elective	4
Total General Education Courses		24

Total Credits for Associate of Arts Degree	**90**

* This program is not accepting applicants at the moment.

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Graphic & Web Design
BACHELOR OF FINE ARTS WEB CONCENTRATION
OFFERED AT THE MIAMI AND TAMPA CAMPUSES

The mission of the Graphic & Web Design program is to provide a focus on conceptual thinking while developing technical and creative design skills, including an introduction to the theory and practice of print and interactive design, audience and content-based research, electronic publishing, graphic imagery, sales promotion, strategic problem-solving and technology-based communication solutions.

The web design concentration focuses on skills needed to create a digital environment often based on many graphic design decisions executed beforehand, as well as skills needed to provide a richer, more interactive experience for the user or consumer. The strength of a web design concentration is in proving an opportunity to help students better understand and apply the concepts of usability, interaction, accessibility, navigation and the ability to problem-solve more complex needs of consumers, such as online shopping and purchasing for instance.

Web designers are expected to create immersive website experiences and emerging media. With this in mind, The Web Design concentration builds toward advanced interactive design & development incorporating the application and integration of advanced functionality within interactive business solutions for clients.

Entry-Level Career Opportunities: Advertising Agency Artist, Graphic Designer, Computer Artist, Digital Imaging Artist, Junior Art Director, Broadcast Graphic Artist, Environmental Graphic Designer, 3D/Package Designer, Corporate Identity Systems Designer, Junior Brand Strategist, Corporate Communications Designer, Publication and Editorial Designer or Flash Animator, Web and Interactive Application Manager and Developer, Print Production Artist, Entry-level Designer, Solo Designer, Web Designer, Web Developer (front-end/interface systems.

Gainful Employment Information
Bachelor of Fine Arts in Graphic & Web Design (Web Concentration)
Please visit the following Gainful Employment links for program duration, tuition, fees, and other costs, median debt, alumni success, and other important info:

Location	Gainful Employment URL
The Art Institute of Tampa	*ge.artinstitutes.edu/programoffering/4348*
Miami International University of Art & Design	*ge.artinstitutes.edu/programoffering/4351*

Web Concentration Core Courses | Credits

		Credits
ADVA407	E-Commerce Strategies and Analytics	3
FNDA105	Design Fundamentals	3
FNDA110	Observational Drawing	3
FNDA135	Image Manipulation	3
FNDA150	Digital Color Theory	3
GWDA101	Applications and Industry	3
GWDA103	Digital Illustration	3
GWDA105	Concept Design	3
GWDA111	Introduction to Layout Design	3
GWDA112	Typography–Traditional	3
GWDA122	Typography–Hierarchy	3
GWDA123	Programming Logic	3
GWDA132	Information Architecture	3
GWDA133	Fundamentals of Web Design	3

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GWDA201	Audio and Video	3
GWDA202	Interface Design	3
GWDA204	Introduction to Writing for Interactive Media	3
GWDA209	Portfolio I	3
GWDA213	Timeline Animation & Interaction	3
GWDA222	Intermediate Layout Design	3
GWDA243	Object - Oriented Scripting	3
GWDA253	Authoring for Interaction	3
GWDA263	Web Standards	3
GWDA272	Corporate Identity	3
GWDA273	Intermediate Web Design	3
GWDA283	Advanced Web Design	3
GWDA303	Interactive Motion Graphics	3
GWDA313	Emerging Technology	3
GWDA317	Interactive Communication: Planning and Research	3
GWDA318	Interactive Industry and Business Operations	3
GWDA323	Design Team: Pre-Production	3
GWDA372	Content Management Systems	3
GWDA382	Design for Mobile Devices	3
GWDA407	Interactive Communication: Usability and Prototyping	3
GWDA413	Design Team: Production	3
GWDA406	Internship	2
GWDA419	Portfolio II	2
GWDA453	Interactive Communication: Development and Delivery	3

Total Core Credits   *112*

General Education Courses   **Credits**

ARHA125	History of Western Art I	4
ARHA126	History of Western Art II	4
ARHA226	Postmodernism and Contemporary Art	4
COMA112	Principles of Communication	4
ENCA101	English Composition I	4
ENCA102	English Composition II	4
ENCA204	Business and Technical Writing	
OR		
ENCA206	Elements of Copywriting	(4)
ENGA201	Creative Writing	4
MATA101	College Algebra	
OR		
MATA115	Applied Mathematics	(4)
MATA201	College Geometry	4
PSYA101	Introduction to Psychology	4
GE Computer Science Elective		4
GE Humanities Elective		4

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GE Social Sciences Elective	4
GE Psychology Elective	4
GE Science Elective	4
GE Elective	4
Total General Education Courses	*68*
Total Credits for Bachelor of Fine Arts Degree	**180**

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Graphic & Web Design
BACHELOR OF FINE ARTS GRAPHIC DESIGN CONCENTRATION
OFFERED AT THE MIAMI AND TAMPA

The mission of the Graphic & Web Design program is to provide a focus on conceptual thinking while developing technical and creative design skills, including an introduction to the theory and practice of print and interactive design, and audience and content-based research, electronic publishing, graphic imagery, sales promotion, strategic problem-solving and technology-based communication solutions.

The graphic design concentration of the Graphic & Web Design program continues to focus on skills needed to create a visual look or graphic identity and obtain an in-depth understanding of how to convey a message from a client to a particular audience. Students in the graphic design concentration, for instance, have the opportunity to learn skills consistent with building an effective brand image for a company from the ground up; which may include the design of the logo, the packaging on the shelves, the signage on the building and everything in between.

Graphic designers are expected to create visual solutions to communication problems. With this in mind, the Graphic Design concentration builds on the essential fundamentals of the shared courses and offers advanced and specialized courses in various design skill areas such as Corporate Identity, Collateral Design, Publication Design, Package Design Art Direction and Graphic Design Capstone.

Entry-Level Career Opportunities: Advertising Agency Artist, Graphic Designer, Computer Artist, Digital Imaging Artist, Junior Art Director, Broadcast Graphic Artist, Environmental Graphic Designer, 3D/Package Designer, Corporate Identity Systems Designer, Junior Brand Strategist, Corporate Communications Designer, Publication and Editorial Designer or Flash Animator, Web and Interactive Application Manager and Developer, Print Production Artist, Entry-level Designer, Solo Designer, Web Designer, Web Developer (front-end/interface systems.

Gainful Employment Information
Bachelor of Fine Arts in Graphic & Web Design (Graphic Design Concentration)
Please visit the following Gainful Employment links for program duration, tuition, fees, and other costs, median debt, alumni success, and other important info:

Location	Gainful Employment URL
The Art Institute of Tampa	*ge.artinstitutes.edu/programoffering/4348*
Miami International University of Art & Design	*ge.artinstitutes.edu/programoffering/4351*

Graphic Design Concentration Core Courses		Credits
FNDA105	Design Fundamentals	3
FNDA110	Observational Drawing	3
FNDA135	Image Manipulation	3
FNDA150	Digital Color Theory	3
GWDA101	Applications and Industry	3
GWDA102	Rapid Visualization	3
GWDA103	Digital Illustration	3
GWDA105	Concept Design	3
GWDA111	Introduction to Layout Design	3
GWDA112	Typography – Traditional	3
GWDA122	Typography – Hierarchy	3
GWDA133	Fundamentals of Web Design	3
GWDA202	Interface Design	3
GWDA203	Prepress and Print Production	3

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GWDA207	Design History	3
GWDA209	Portfolio I	3
GWDA212	Typography - Expressive and Experimental	3
GWDA222	Intermediate Layout Design	3
GWDA232	Form and Space	3
GWDA242	Graphic Symbolism	3
GWDA243	Object - Oriented Scripting	3
GWDA252	Advanced Layout Design	3
GWDA262	Package Design	3
GWDA272	Corporate Identity	3
GWDA273	Intermediate Web Design	3
GWDA282	Collateral Design	3
GWDA302	Information Design	3
GWDA303	Interactive Motion Graphics	3
GWDA305	Art Direction	3
GWDA308	Business of Graphic Design	3
GWDA323	Design Team: Pre-Production	3
GWDA382	Design for Mobile Devices	3
GWDA406	Internship	2
GWDA409	Graphic Design Capstone	3
GWDA413	Design Team: Production	3
GWDA419	Portfolio II	2
PHOA101	Principles of Photography	3
	Program Elective	3
Total Core Credits		*112*

General Education Courses		**Credits**
ARHA125	History of Western Art I	4
ARHA126	History of Western Art II	4
ARHA226	Postmodernism and Contemporary Art	4
COMA112	Principles of Communication	4
ENCA101	English Composition I	4
ENCA102	English Composition II	4
ENCA204	Business and Technical Writing	
OR		
ENCA206	Elements of Copywriting	(4)
ENGA201	Creative Writing	4
MATA101	College Algebra	
OR		
MATA115	Applied Mathematics	(4)
MATA201	College Geometry	4
PSYA101	Introduction to Psychology	4
GE Computer Science Elective		4
GE Humanities Elective		4
GE Social Sciences Elective		4
GE Psychology Elective		4
GE Science Elective		4
GE Elective		4
Total General Education Courses		*68*

Total Credits for Bachelor of Fine Arts Degree   180

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Interior Design
BACHELOR OF FINE ARTS
OFFERED AT THE MIAMI AND TAMPA CAMPUS

The professional interior designer is qualified by education, experience, and examination to enhance the function and quality of interior spaces for the purpose of improving quality of life, increasing productivity, and protecting the health, safety, and welfare of the public.

The Interior Design program is carefully structured to teach students to merge form and function into their work, thereby creating surroundings that enhance the well-being and productivity of the people who live, work, or play there. In addition to planning interior spaces that are aesthetically pleasing and functional, our students will also have the opportunity to learn about federal, state, and local building codes regarding life safety issues, which are necessary for professional practice.

The program begins with a solid foundation in basic drafting, drawing, rendering, and perspective and then builds upon aesthetics, design theory, and technical problem-solving skills. Students will have the opportunity to learn the different challenges associated with both residential and commercial interior design projects. In addition, they can learn how to maintain accurate records, write contracts, and work successfully with wholesalers in the industry to help manage costs. Upon graduation, each student will have received hands-on training and instruction from our award-winning faculty and organized a portfolio to display his or her accomplishments to prospective employers.

Interior Designers can become licensed by the Florida Department of Business and Professional Regulation, Board of Architecture and Interior Design. The requirements for licensure include a combination of education, professional experience, and passage of an examination administered by the National Council for Interior Design Qualification (NCIDQ). The University does not guarantee third-party certification/licensure. Outside agencies control the requirements for certifications and licensure and are subject to change without notice to the University.

Entry-Level Career Opportunities: Interior Designer, Consultant, Facilities Manager, Space Planner, Manufacturer's Representative, Interior Design Assistant, Model Home Merchandiser, AutoCAD Operator/Draftsperson.

Gainful Employment Information
Bachelor of Fine Arts in Interior Design
Please visit the following Gainful Employment links for program duration, tuition, fees, and other costs, median debt, alumni success, and other important info:

Location	Gainful Employment URL
The Art Institute of Tampa	*ge.artinstitutes.edu/programoffering/110*
Miami International University of Art & Design	*ge.artinstitutes.edu/programoffering/300*

Bachelor of Fine Arts Core Courses		Credits
FNDA105	Design Fundamentals	3
FNDA110	Observational Drawing	3
FNDA120	Perspective Drawing	3
FNDA150	Digital Color Theory	3
INTA101	Architectural Drafting	3
INTA102	Introduction to Interior Design	3
INTA103	CAD I	3

INTA105	Sketching and Ideation	3
INTA107	History of Architecture, Interiors and Furniture I	3
INTA111	Space Planning	3
INTA112	Design Basics 3D	3
INTA122	Textiles	3
INTA201	Materials and Specifications	3
INTA202	Presentation Techniques	3
INTA203	CAD II	3
INTA207	History of Architecture, Interiors and Furniture II	3
INTA211	Codes and Regulations	3
INTA212	Residential Design I	3
INTA222	Human Factors	3
INTA232	Lighting Design	3
INTA242	Commercial Design I	3
INTA252	Interior Detailing	3
INTA262	Construction Documents I	3
INTA302	Residential Design II	3
INTA303	Digital Modeling I	3
INTA306	Professional Practice	3
INTA312	Global Design	3
INTA313	Digital Modeling II	3
INTA322	Building and Mechanical Systems	3
INTA332	Environmental and Sustainable Design	3
INTA342	Commercial Design II	3
INTA352	Hospitality Design	3
INTA402	Senior Studio I	3
INTA406	Internship	2
INTA409	Portfolio I	2
INTA412	Institutional Design	3
INTA422	Senior Studio II	3
INTA432	Construction Documents II	3
Total Core Credits		*112*

General Education Courses   **Credits**

ARHA125	History of Western Art I	4
ARHA126	History of Western Art II	4
COMA112	Principles of Communication	4
CGSA202	Computer Concepts and 2-D Applications	4
ENCA101	English Composition I	4
ENCA102	English Composition II	4
ENCA204	Business and Technical Writing	

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OR

ENCA206	Elements of Copywriting	(4)
HUMA202	Contemporary World	4
MATA101	College Algebra	

OR

MATA115	Applied Mathematics	(4)
MATA201	College Geometry	4
SCIA125	Environmental Science	4
GE Psychology Elective		4
GE Science Elective		4
GE Humanities Elective		4
Other GE Electives (choose 3)		(12)
Total General Education Courses		*68*

Total Credits for Bachelor of Fine Arts Degree   **180**

Media Arts & Animation
BACHELOR OF FINE ARTS
OFFERED AT THE TAMPA CAMPUS

The baccalaureate program in Media Arts & Animation is designed to build on the foundations of animation and design while promoting individual creativity. Starting with design fundamentals, students will have the opportunity to learn about human anatomy, perspective drawing, concept art, character development, compositing, and special effects for use in 2D and 3D animations. In addition, students will be prepared for entry-level animation careers, including the business of animation and self-promotion, culminating in a professional demo reel and portfolio.

Students will have the opportunity to learn the art of character rigging, background and layout design, posing, and conceptual storytelling through animation. The 3D arena students will be prepared to transcend beyond film in local advertising markets, handheld interface motion graphics, television advertising, and independent editing houses.

Entry-Level Career Opportunities: Animator, Digital Media Producer, Special Effects Artist, Background Designer, Computer Artist.

Gainful Employment Information
Please visit ge.artinstitutes.edu/programoffering/111 for program duration, tuition, fees, other costs, median debt, alumni success, and other important info on the Bachelor of Fine Arts in Media Arts & Animation program.

Bachelor of Fine Arts Core Courses		Credits
DFVA353	Compositing for Digital Film	3
FNDA110	Observational Drawing	3
FNDA105	Design Fundamentals	3
FNDA120	Perspective Drawing	3
FNDA135	Image Manipulation	3
FNDA150	Digital Color Theory	3
MAAA101	Language of Animation and Film	3
MAAA102	Life Drawing and Gesture	3
MAAA111	Animation Principles	3
MAAA112	Short Format Storytelling	3
MAAA122	Drawing and Anatomy	3
MAAA202	Character and Object Design	3
MAAA203	Audio and Editing Techniques	3
MAAA204	Acting and Movement for Animators	3
MAAA212	2D Animation	3
MAAA213	3D Modeling	3
MAAA222	Storyboarding and Animatics	3
MAAA223	Hard Surface and Organic Modeling	3
MAAA232	3D Animation	3
MAAA233	Motion Graphics	3
MAAA242	Character Modeling	3
MAAA243	Material and Lighting	3
MAAA252	Background, Design & Layout	3
MAAA302	3D Character Animation	3

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MAAA303	3D Character Rigging	3
MAAA309	Portfolio Pre-Production	2
MAAA312	Animation Studio	3
MAAA313	Advanced Lighting & Texturing	3
MAAA323	Emerging Technologies for Animation	3
MAAA333	Dynamics and Simulation	3
MAAA343	Pre-Production Team	3
MAAA353	Technical Visualization	3
MAAA363	Advanced Illustration for Production	3
MAAA403 MAAA406 OR	Production Team Internship	3
Programmatic Elective		(3)
MAAA409	Portfolio Production	3
MAAA419	Portfolio Presentation	2
Programmatic Elective		3
Total Core Credits		*112*

General Education Courses		**Credits**
ARCA106	History of Architecture	4
ARHA125	History of Western Art I	4
ARHA126	History of Western Art II	4
COMA112	Principles of Communication	4
CGSA202	Computer Concepts and 2-D Applications	4
ENCA101	English Composition I	4
ENCA102	English Composition II	4
ENGA201	Creative Writing	4
HUMA207	World Prospects and Issues	4
MATA115	Applied Mathematics	4
MATA201	College Geometry	4
SCIA125 OR	Environmental Science	
SCIA206	Introduction to Physics	(4)
PHLA105	Philosophy of Aesthetics	4
PSYA101	Introduction to Psychology	4
PSYA202	Psychology of Personality	4
GE Electives (choose 2)		8
Total General Education Courses		*68*
Total Credits for Bachelor of Fine Arts Degree		**180**

Visual Arts
BACHELOR OF FINE ARTS
OFFERED AT THE MIAMI CAMPUS

The Visual Arts program is designed to emphasize a dynamic combination of traditional skills and today's technology. Visual Arts is not only about being a creative artist in the studio; it is about having choices in employment and artistic direction. A Visual Arts student is a creative, individualistic thinker who has a passion for art and design. During the course of the program, students will have the opportunity to develop a wide and varied set of skills emphasizing both the technical and conceptual aspects of art, making a program graduate a versatile and flexible artist and designer in today's world.

Students start their studies with a solid foundation in design, color theory, and drawing. They also learn current creative software programs. After sampling different media and subjects in our program, each student can choose a specific area of concentration or choose to work across a range of subjects such as painting, photography, ceramics, drawing, or digital media. Upon graduation, the student may choose to seek an entry-level creative career or continue on to a graduate program.

Entry-Level Career Opportunities: Educator, Illustrator, Freelance Artist, Photo Retouching, Event Photographer, Designer (publications, products), Set Designer, Commercial Photographer, Sculptor, Scenic Painter, Curator, Gallery Manager, Muralist, Concept Art.
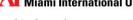
Gainful Employment Information
Please visit ge.artinstitutes.edu/programoffering/3583 for program duration, tuition, fees, other costs, median debt, alumni success, and other important info on the Bachelor of Fine Arts in Visual Arts program.

Bachelor of Fine Arts Core Courses		Credits
FNDA105	Design Fundamentals	3
FNDA110	Observational Drawing	3
FNDA135	Image Manipulation	3
FNDA150	Digital Color Theory	3
GWDA103	Digital Illustration	3
GWDA105	Concept Design	3
OR		
GWDA112	Typography	3
GWDA111	Introduction to Layout Design	3
PHOA101	Principles of Photography	3
VIAA140	Three Dimensional Design	3
VIAA142	Drawing II	3
VIAA146	Ceramics I	3
VIAA147	Ceramics II	3
VIAA149	Figure Drawing I	3
VIAA151	Painting I	3
VIAA242	Studio I	3
VIAA262	Digital Art	
OR		

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GWDA222	Intermediate Layout Design	(3)
VIAA280	Narrative and Sequence	3
VIAA300	Web Design	3
VIAA345	Figure Sculpture I	3
VIAA347	Studio II	3
VIAA350	Introduction to Printmaking	3
VIAA360	Intermediate Printmaking	3
VIAA361	Studio III	3
VIAA370	Professional Development I	3
VIAA371	Professional Development II	3
VIAA380	Three Dimensional Media in Illustration	3
VIAA400	Internship	3
VIAA414	Animal Imagery and Archetypes	3
VIAA422	Public Art and Entrepreneurship	3
VIAA428	Studio Concentration I	3
VIAA480	Mural Techniques	
OR		
VFXA465	Digital Matte Painting	(3)
VIAA483	Studio Concentration II	3
VIAA484	Exhibition and Portfolio Development	4

Choose 1 from the following: (3)

       GWDA222 Intermediate Layout Design
       VIAA343 Figure Painting
       VFXA425 Art Direction

Choose 1 from the following: (3)

       PHOA201 Portfolio I
       VIAA141 Figure Drawing II
       VIAA333 Drawing III
       VIAA341 Figure Sculpture II

PHOA309 Portfolio II   3

       Non-GE Elective*   (3)

*Visual Art Elective (please choose 1)

VIAA126	Introduction to Metals
VIAA130	Animal Anatomy for Animators
VIAA340	Desktop Video

Total Core Credits   *112*

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General Education Courses | **Credits**

ARHA125	History of Western Art I	4
ARHA126	History of Western Art II	4
ARHA200	Greek and Roman Art	4
ARHA226	Postmodernism and Contemporary Art	4
ARHA228	History of Non-Western Art	4
CGSA202	Computer Concepts and 2-D Applications	4
COMA112	Principles of Communication	4
ENCA101	English Composition I	4
ENCA102	English Composition II	4
ENCA204	Business and Technical Writing	4
ENGA201	Creative Writing	4
HISA208	United States History from Civil War to Present	4
MATA115	Applied Mathematics	4
MATA201	College Geometry	4
GE English Elective		4
GE Science Elective		4
GE Psychology Elective		4
Total General Education Courses		*68*

Total Credits for Bachelor of Fine Arts Degree   **180**

*Students can take a three-credit course from any of the other programs of study being mindful of prerequisites.

Visual Effects & Motion Graphics
BACHELOR OF FINE ARTS
OFFERED AT THE MIAMI AND TAMPA CAMPUSES

The Visual Effects & Motion Graphics program is designed to blend traditional visual design theory and practice with advanced digital tools to create compelling original moving images. A visual effects and motion graphics designer combines a variety of skills, including typography, color, layout, and design principles with audio, animation, compositing, and video technologies to create stunning and vivid computer-based visual effects and computer animations.

This program begins by teaching the fundamentals of design through rendering and drawing. Digital editing and lighting techniques are then introduced, followed by 3D animation, audio, and an in-depth study of compositing techniques. Finally, students can use the skills they have developed to organize a digital portfolio to display their talents and creativity to potential employers.

The related fields of motion graphics and compositing have become established areas of specialization in the broader field of digital graphics and have had a sustained presence in regionally diverse marketplaces. By combining graphic design, video, animation, compositing, and sound, graduates of this program will have the skills to create attention-grabbing visuals that inform and entertain. Upon graduation, students will have learned strong visual-effects skills along with theories and strategies for broadcast design.

Entry-Level Career Opportunities: Broadcast Graphics, Motion Graphics Designer, Multimedia Artist, Visual Effects Artist, Editor, Compositor, Matte Painter, 3D Modeler, 3D Effects Artist, 3D Texture Artist.

Gainful Employment Information
Visual Effects & Motion Graphics
Please visit the following Gainful Employment links for program duration, tuition, fees, and other costs, median debt, alumni success, and other important info:

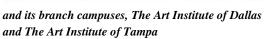| Location	Gainful Employment URL
The Art Institute of Tampa	*ge.artinstitutes.edu/programoffering/112*
Miami International University of Art & Design	*ge.artinstitutes.edu/programoffering/304*

Bachelor of Fine Arts Core Courses		**Credits**
AUDA101	Fundamentals of Audio	3
FNDA105	Design Fundamentals	3
FNDA110	Observational Drawing	3
FNDA120	Perspective Drawing	
OR		
CMAA240	Drawing for Computer Animation & Visual Effects	(3)
FNDA150	Digital Color Theory	3
CMAA210	Pre-Visualization: Storyboard and Animatics	(3)
GWDA103	Digital Illustration	3
GWDA112	Typography-Traditional	3
GWDA122	Typography-Hierarchy	3
GWDA242	Graphic Symbolism	3
VFXA110	Introduction to Video Production	3
VFXA112	Maps, Mattes, Masks	

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OR

FNDA135	Image Manipulation	(3)
VFXA150	Introduction to Visual Effects and Motion Graphics	
OR		
Programmatic Elective		(3)
VFXA200	Visual Effects I: Painting and Rotoscoping	3
VFXA210	Fundamentals of Lighting	
OR		
DFVA133	Lighting for Digital Film	(3)
VFXA248	Introduction to Digital Editing	
OR		
DFVA113	Fundamentals of Editing	(3)
VFXA252	Introduction to 3D	
OR		
CMAA200	Introduction to 3D	(3)
VFXA301	Animation I	3
VFXA302	Animation II	3
VFXA303	Animation III	3
VFXA310	3D Effects	3
VFXA320	Visual Effects II: Keying and Color Correction	3
VFXA333	Audio for Video	3
VFXA335	Visual Effects III: Motion Tracking and Compositing	3
VFXA398	Broadcast Graphics I: Animation Text and Logo Design	3
VFXA399	Broadcast Graphics II: Compositing	3
VFXA410	Conceptual Storytelling	3
VFXA415	Interactive Visual Design	3
VFXA425	Art Direction	3
VFXA431	Special Topics in Visual Effects	3
VFXA448	Advanced Digital Editing	
OR		
DFVA203	Intermediate Editing	(3)
VFXA452	Production Studio I	3
VFXA455	Production Studio II	3
VFXA460	Digital Environments	
OR		
Programmatic Elective		(3)
VFXA465	Digital Matte Painting	3
VFXA490	Portfolio Presentation	2
VFXA492	VEMG Internship I	2
PHOA101	Principles of Photography	3
Total Core Credits		*112*

General Education Courses		**Credits**
ARHA125	History of Western Art I	4
ARHA126	History of Western Art II	4
COMA112	Principles of Communication	4
ENCA101	English Composition I	4
ENCA102	English Composition II	4
ENGA201	Creative Writing	4
MATA101	College Algebra	
OR		
MATA115	Applied Mathematics	(4)
MATA201	College Geometry	4
PSYA101	Introduction to Psychology	4
PSYA202	Psychology of Personality	4
SCIA206	Introduction to Physics	4
GE Humanities Elective (choose 2)		8
GE Science Elective		4
General Education Electives (choose 3)		12
Total General Education Courses		*68*

Total Credits for Bachelor of Fine Arts Degree   **180**

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General Education and Developmental Studies

The mission of the General Education Department is to provide a broad-based, balanced curriculum in the humanities, sciences, and liberal arts so students can be well prepared to function professionally and personally in an increasingly complex and diverse world. This preparation not only expands the students' knowledge beyond their specific disciplines, but also opens the door to an understanding of the human condition. It lays a foundation that gives graduates tools to function within their careers, within their families and communities, and within the global village. Faculty teaching general education courses at the University will broaden the students' experience by familiarizing them with the tools and content of the faculty's discipline, relate course content to their creative programs, and help students discover and embrace these important connections.

General Education Courses	Credits
ANTA115 Anthropology	4
ANTA116 Biological Anthropology	4
ANTA117 Humanistic Anthropology	4
ARCA106 History of Architecture	4
ARCA107 History of Architecture II	4
ARHA125 History of Western Art I	4
ARHA126 History of Western Art II	4
ARHA200 Greek and Roman Art	4
ARHA226 Postmodernism and Contemporary Art	4
ARHA228 History of Non-Western Art	4
ARHA324 Abstract Expressionism	4
CGSA202 Computer Concepts and 2-D Applications	4
CGSA204 Business Computing	4
COMA112 Principles of Communication	4
COMA205 Introduction to Popular Culture	4
COMA300 Media Theory and Criticism	4
COMA320 Intrapersonal Communication	4
ECOA108 Economics	4
ENCA101 English Composition I	4
ENCA102 English Composition II	4
ENCA204 Business and Technical Writing	4
ENCA206 Elements of Copywriting	4
ENGA201 Creative Writing	4
ENGA202 Critical Writing in the Arts	4
ENGA203 English Literature and Writing	4
ENGA205 Selected Topics in Writing	4
ENGA207 American Literature	4
HISA101 Ancient World History	4
HISA132 Nutrition Science	4
HISA200 History of Animation	4
HISA201 Modern World History	4
HISA206 American History to 1865	4
HISA208 United States History from Civil War to Present	4
HISA220 Medieval History	4
HISA370 Special Topics in History	4
HUMA100 United States Cultural Studies	4

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HUMA202	Contemporary World	4
HUMA207	World Prospects and Issues	4
LITA270	Selected Topics in Literature	4
MATA101	College Algebra	4
MATA115	Applied Mathematics	4
MATA113	Ideas of Mathematics	4
MATA201	College Geometry	4
MATA202	Finite Mathematics	4
MATA314	Statistics	4
PHLA105	Philosophy of Aesthetics	4
PHLA110	Philosophy of Critical Thinking	4
PHLA211	Contemporary Moral Issues	4
PHLA507	Critical Thinking and Writing	3
PHLA600	Seminar in Aesthetics	3
POLA204	American Government and Politics	4
PSYA100	Metacognition and Learning Strategies	4
PSYA101	Introduction to Psychology	4
PSYA113	Social Psychology	4
PSYA202	Psychology of Personality	4
PSYA204	Cognitive Psychology	4
PSYA208	Abnormal Psychology	4
PSYA210	Cross-Cultural Psychology	4
RELA210	Religions of the Western World	4
RELA212	Religions of Asia	4
SCIA105	Introduction to Anatomy and Physiology	4
SCIA125	Environmental Science	4
SCIA150	Introduction to Astronomy	4
SCIA206	Introduction to Physics	4
SCIA250	Special Topics in Science	4
SCIA310	Observation Technology: from Science to Spectacle	4
SPNA100	Spanish I	4
SPNA101	Spanish II	4
SYGA200	Sociology	4

Developmental Studies   **Credits**

ESLA001	Intensive English	9
ENCA010	Developmental English II	4
ENCA099	Developmental English I	4

Students must obtain a grade of "C" or higher to pass Developmental Courses. If a student does not pass Developmental Courses after three attempts, the student will be academically terminated.

Associate of Arts degree programs require 24 GE credits
Bachelor of Science degree programs require 48 GE credits
Bachelor of Arts and Bachelor of Fine Arts degree programs require 68 GE credits

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UNDERGRADUATE COURSE DESCRIPTIONS

Not all courses are offered at all schools. Please check with the Academic Affairs Office at your campus to determine what course offerings are available.

Course descriptions describe the learning opportunities that are provided through the classroom and coursework. It is each student's responsibility to participate in the activities that will lead to successfully meeting the learning outcomes.

The University has sound and acceptable practices for determining the amount of credit and the credit level assigned to coursework in all of the course delivery formats used by the University. Furthermore, all new courses are evaluated and must be approved by the faculty in the respective academic department and then the University Curriculum Committee. Both the Academic Department's review and the Curriculum Committee's review ensure compliance and equivalency to comparable courses in the university curriculum. Any faculty member or department proposing a new course must recommend the appropriate academic credit level and number of credit hours based on how other colleges and universities offer courses for this particular subject. Courses numbered below 500 receive undergraduate credit. Those courses numbered 500 or higher earn graduate credit. Only those students who are enrolled as post-baccalaureate students can earn graduate credit.

The academic programs at the university use a quarter-hour system for the delivery of instruction, the awarding of credit, and the evaluation of academic performance. Most U.S. higher education institutions use credit hours to calculate, record, and interpret the number of earned academic or training credits that students accumulate en route to earning certifications, diplomas, degrees, and other qualifications. Institutions typically use credit hours to record all types of academic work, including independent research, and not just taught courses.

Furthermore, at the University, a quarter hour of work is the equivalent of fifty (50) minutes of class time (often referred to as a "contact hour") of instruction per week over the entire term. The credit hour is the unit by which the University measures its course work. The number of credit hours assigned to a course quantitatively reflects the outcomes expected, the mode of instruction, the amount of time spent in class, and the amount of outside preparatory work expected for class. The working understanding is that for every hour a student spends in class, the student will be assigned two hours of work outside the class.

- Lecture: If a class is pedagogically lecture oriented, Miami International University of Art & Design and its branches, The Art Institute of Dallas and The Art Institute of Tampa, assigns one quarter credit hour per week per hour of lecture conducted in the class. For example, a four-credit-hour General Education course is conducted primarily with four hours of lecture per week over the entire term. Thus, the credit value of four credit hours is linked to the mode of instruction (lecture), the outcomes expected (delivery of content-oriented knowledge), and the amount of time spent in class (four hours per week over the entire term).

- Lab: If a class has a lab component, Miami International University of Art & Design and its branches, The Art Institute of Dallas and The Art Institute of Tampa, consider two hours of the lab component as one hour of credit. For example, since the majors at Miami International University of Art & Design and its branches, and The Art Institute of Tampa, are primarily from the creative disciplines, many of the upper division courses are pedagogically delivered with a lecture portion and then include a lab experience so the student can practice and experience the content of the lecture in a student-centered learning environment. Miami International University of Art & Design and its branches, and The Art Institute of Tampa, believes in *praxis,* a setting where knowledge and practice meet in a student-centered environment.

- Studio: At Miami International University of Art & Design and its branches, The Art Institute of Dallas and The Art Institute of Tampa, if a class is designated as a studio class, it does not necessarily have "direct instruction" or a lecture component with a lab experience. Rather, the student/students may work on the practice of a designated

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skill related to their respective disciplines with ongoing critique and evaluation involving help from the Instructor and, in some cases, from other students. In addition, some Studio classes involve the sustained development of a thesis topic, assignment or project, which needs extended time in class for adequate development and input from an instructor, committee, or peers.

- Internship: The Internship course is a course that brings together an academic component and a structured professional experience in the student's discipline of study. The student, thus, taking an Internship course has an academic supervisor and a professional in the field that also provides oversight over the Internship experience. The student attends three class sessions during the quarter and the remaining time is spent under the tutelage of a working professional who provides regular weekly reports to the instructor or Academic Supervisor. Students may earn two to four hours of college credit for an Internship class depending on the requirements of the discipline of study. Students take only one Internship class per discipline during their entire academic program. The number of hours earned for an Internship class is based on the hours per quarter spent in class and in the field working with an assigned professional.

  - 2 credit hours: Student is required to attend 12 hours of classroom time (3 sessions) and 6 hours per week of Internship for the entire quarter.

  - 3 credit hours: Student is required to attend 12 hours of classroom time (3 sessions) and 12 hours per week of Internship for the entire quarter.

  - 4 credit hours: Student is required to attend 12 hours of classroom time (3 sessions) and 18 hours per week of Internship for the entire quarter.

Miami International University of Art & Design Course Information

100-400 courses are **undergraduate** level course
500-600 courses are **graduate** level courses

Program Course Abbreviations

ADVA – Advertising	FMMA – Fashion Marketing & Management
AUDA – Audio Production	FNDA – Foundation Studies
BAPA – Baking & Pastry	GADA – Game Art & Design
CMMA – Computer Animation	GRDA – Graphic Design (Graduate)
CULA - Culinary	GWDA – Graphic & Web Design
DFVA – Digital Filmmaking & Video Production	IM – Interactive Media (Teach out)
DMMA – Design & Media Management	INTA – Interior Design
FADA – Fashion Design (Bachelor)	MAAA – Media Arts & Animation
FASA – Fashion Design (Associate)	PHOA – Digital Photography
FLMA - Film	VIAA – Visual Arts
FMDA – Fashion Merchandising	VFXA – Visual Effects & Motion Graphics

General Education Course Abbreviations

ARCA - Architecture	HISA – History
ARHA – Art History	HUMA – Humanities
ANTA - Anthropology	LITA - Literature
CGSA – Computer Skills	MATA – Mathematics
COMA – Communication	PHLA – Philosophy
ECOA – Economics	POLA – Political Science
EDUA - Education	PSYA – Psychology
ENCA – English Composition	RELA - Religions
ENGA – English	SCIA – Sciences
ESLA – English as a Second Language	SPNA – Spanish
GE – General Education Elective	SYGA - Sociology

ADVA101 Fundamentals of Advertising (3 credits)
Examines various methods, objectives and types of advertising and marketing communications in the context of current and emerging trends and cultural influences necessary to produce a variety of advertising campaigns.
Prerequisite(s): None

ADVA171 Advertising Design (3 credits)
This course will further define the role of graphic design in an advertising context. Students will be introduced to informational and administrative approaches to the development of advertising. Campaign strategies based on media and marketing realities will be defined and applied.
Prerequisite(s): Permission of the Academic Chair

ADVA201 Fundamentals of Marketing (3 credits)
The fundamental concepts and principles of marketing. The overview of marketing provided here will help students place their knowledge in a framework and understand how each component contributes to the strength and utility of a marketing plan. Students will also learn how to identify the ways in which world events and cultural assumptions influence marketing.
Prerequisite(s): None

ADVA204 Consumer Behavior and Persuasive Sales Techniques (3 credits)
Examine the cultural, social, psychological and individual variables involved in consumer behavior. Review marketing practices that influence buyer decisions. Focus on the essential skills and persuasive techniques to affect a sales cycle.
Prerequisite(s): ADVA201

ADVA205 History of Advertising (3 credits)
Examines the origins and evolution of advertising and how it has changed over time; its history, potential, limitations and impact on current culture and emerging trends.
Prerequisite(s): None

ADVA207 Creative and Strategic Planning (3 credits)
Translate marketing objectives into advertising strategy. Take the business challenge the client has presented and translate it into a creative strategy with specific deliverables.
Prerequisite(s): ADVA201

ADVA208 Principles of Marketing Research (3 credits)
Marketing research as a tool for developing strategies. The source of data, sampling procedures, questionnaire design, data collection and analysis.
Prerequisite(s): ADVA201

ADVA209 Portfolio I (3 credits)
This course prepares students for the transition to the professional world. This course will prepare students for the industry by helping them compile a portfolio. Students will demonstrate their conceptual, design, craftsmanship, and other skills as they assemble and refine their portfolio projects. Working individually with an instructor, each student will select representative projects showcasing work that reflects a unique style and developing them further as needed. Particular emphasis is placed on identifying short- and long-term professional employment goals, industry and professional related resources and portfolio development strategies.
Prerequisite(s): ADVA207 and ADVA214 and GWDA105 and Permission of the Academic Chair

ADVA214 Advertising Copywriting (3 credits)
Developing effective advertising strategies and copy executions that underlie and enable creative marketing and advertising campaigns and cultivate clear, logical, and creative copywriting skills. The unique characteristics of digital media and the creation of copy for digital media will be explored.
Prerequisite(s): ADVA201

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ADVA215 Advertising, Storyboarding and Scriptwriting (3 credits)
Basic storyboard layouts and techniques are examined and practiced. Students write scripts that convey messages in a clear, effective style that communicates to specific audiences. Emphasis is placed on developing concepts and researching, planning and writing scripts for broadcast commercials, public service announcements and interactive media communications.
Prerequisite(s): ADVA214

ADVA302 Introduction to Ad Campaigns (3 credits)
Students create an integrated advertising campaign consisting of multiple media executions of a single, unified theme or concept.
Prerequisite(s): ADVA209 and ADVA307 and GWDA305

ADVA303 Interactive Advertising (3 credits)
Students compare and contrast traditional and interactive outlets in order to develop a clear understanding of the demand for advertising and marketing on-line. Students discover and apply new methodologies in developing and working with interactive e-commerce. Students learn the unique characteristics and techniques of media writing and apply them to interactive media production.
Prerequisite(s): ADVA201 and ADVA101

ADVA304 Writing for Interactive Media (3 credits)
This is a specialized writing course for interactive design production. Students identify the requirements of different types of writing and the unique characteristics and techniques of interactive media writing. Students examine how various forms of media work together to reach audiences. Students further explore how to use interactive media to express ideas. These techniques are then applied to various forms of media and creating an interactive resume.
Prerequisite(s): ADVA214

ADVA307 Brand Strategy (3 credits)
The role of branding and brand identity. Examines brand value, framework and positioning and their importance to building strong, enduring brands.
Prerequisite(s): ADVA204 and GWDA103 and GWDA222

ADVA308 Account Planning (3 credits)
The account planner represents the consumer focus in an advertising agency. Inside the agency, an account planner helps choose and integrate research and considers proposed advertising decisions from the perspective of consumer behavior. The planner integrates the marketing research, creative and account management perspectives into the development of the creative brief as the foundation for advertising creative development.
Prerequisite(s): ADVA101 and GWDA308

ADVA312 Emerging Media in Advertising (3 credits)
Explore advanced industry concepts and practices in emerging media; discovering and applying these ideas to a campaign. Students prepare, present and defend a graduate project suitable for a professional audience.
Prerequisite(s): ADVA303

ADVA318 Budgeting and Financial Management (3 credits)
Examine budgeting, short-term and long-term financing, billing, and the economics of financial markets as they impact organizations.
Prerequisite(s): GWDA308

ADVA322 Digital Media Campaigns (3 credits)
Students design and implement advanced marketing campaigns utilizing emerging digital media concepts, paradigms, and business models. Students combine and integrate interactive business models using both online and offline media. Students integrate knowledge of e-commerce and interactive media to include emerging technologies such as mobile marketing, social media marketing (SMM), viral advertising, and video and user generated content (UGC).
Prerequisite(s): ADVA303 and ADVA214

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ADVA328 Public Relations (3 credits)
Examines the role of public relations, showing the principles, methods and means of influencing public opinion.
Prerequisite(s): ADVA204 and ADVA214

ADVA332 Intermediate Ad Campaigns (3 credits)
Students create integrated advertising campaigns, each consisting of different media executions of a single unified theme or concept. Social media executions are included in these campaigns.
Prerequisite(s): ADVA303 and ADVA201

ADVA338 Media Planning (3 credits)
Review of advertising channel options in delivery of the marketing message. Budgeting advertising buys, creating media proposals and articulating return on investment. Creating media sales opportunities.
Prerequisite(s): ADVA101 and ADVA308

ADVA348 Leadership and Organizational Behavior (3 credits)
Examine human relations theory and individual, group and organizational performance in relation to the structure of a business. Explore the dynamics of successfully leading a diverse workforce through organizational change.
Prerequisite(s): GWDA308

ADVA402 Online Community Management (3 credits)
Focus on developing the knowledge and skills for how to design, create and manage online communities as a business model for relationship marketing. Build and maintain a fan base using social networking tools and engage participants in ongoing conversation around a brand or idea.
Prerequisite(s): ADVA328 and ADVA303 and GWDA308

ADVA406 Internship (3 credits)
Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. The students will gain the experience they need to enter the field when they graduate.
Prerequisite(s): ADVA302

ADVA407 E-Commerce Strategies and Analytics (3 credits)
Explore various metrics and analytics tools for tracking the social and consumer behaviors of online visitors. Students will apply these tools by selecting appropriate key performance indicators (KPIs) for a campaign, identifying and responding to trends in real time, and generating and evaluating reports to determine campaign success. Students will formulate appropriate recommendations and data-driven decisions to optimize online activities.
Prerequisite(s): ADVA208 and ADVA308 and GWDA308

ADVA408 Advanced Account Planning (3 credits)
Analysis of account planning by further synthesizing the two principle methods for successful account planning-implementing the creative brief into an advertising campaign and analyzing concepts based on creative strategy. In this Management capstone students work with a real client to deliver a professional creative brief and support materials.
Prerequisite(s): GWDA308

ADVA409 Portfolio Presentation (2 credits)
Students will demonstrate their conceptual, design, craftsmanship and other skills as they assemble and refine portfolio elements in preparation for the transition into the professional world. Working individually with an instructor, each student will select representative pieces, showcasing work that reflects their personal style. Particular emphasis is placed on identifying short- and long-term professional employment goals, as well as related strategies and resources. Elements of the digital portfolio are developed.
Prerequisite(s): Permission of the Academic Chair

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ADVA412 Advanced Advertising Campaigns (3 credits)
Students research and develop a fully integrated advertising/promotional campaign. Value is placed on the importance of deadline, budget, client relationship and presentation as they relate to the creative process. Final project should document, support and argue the rationale and effectiveness of the campaign. Students prepare, present and defend a graduate project suitable for a professional audience.
Prerequisite(s): ADVA332

ADVA419 Portfolio II (2 credits)
This course will guide students through the process of compiling their work into a final interactive portfolio. It will also stress the importance of professional development and help students complete their initial job search requirements including personal branding.
Prerequisite(s): ADVA409 and Permission of the Academic Chair

ANTA115 Anthropology (4 credits)
This course looks at the broad anthropological fields of physical anthropology, archeology, and linguistic anthropology, but emphasizes cultural anthropology (ethnology). This examination of society is from a multi-cultural and multi-ethnic perspective, and analyzes the relationship between the individual, group, and society with regard to beliefs, traditions, rituals, values, norms, and customs.
Prerequisite(s): None

ANTA116 Biological Anthropology (4 credits)
Biological Anthropology is the study of human and non-human primate biology and behavior. Although this is a broad field, the primary focus of Biological Anthropology and of this class is a bio-cultural understanding of the evolutionary history of homo sapiens using genetic, morphological and comparative evidence.
Prerequisite(s): None

ANTA117 Humanistic Anthropology (4 credits)
Humanistic Anthropology is about the three humanistic of the four subfields of Anthropology: Archeology; Linguistic Anthropology; and Cultural Anthropology, how they work together and how they compliment the fourth subfield of Biological Anthropology in order to understand the central questions of Anthropology; What does it mean to be human? How did we get to be this way? How are we alike and how are we different?
Prerequisite(s): None

ARCA106 History of Architecture (4 credits)
An analytical survey of art and architecture from the Paleolithic through the Renaissance, including such periods and styles as Egyptian, Greek, Roman, Early Christian, Romanesque, and Gothic.
Prerequisite(s): None

ARCA107 History of Architecture II (4 credits)
An analytical survey of art and architecture from the Renaissance through the present, including such periods Mannerism, Baroque and Rococo, Art Nouveau, Bauhaus, Mid Century Modern, Late Twentieth Century and beyond.
Prerequisite(s): ARCA106

ARHA126 History of Western Art II (4 credits)
This course offers a visual and historical survey of art from Renaissance to the modern period. The relationship of the artist to the society of the period as well as the characteristics of painting, sculpture, and architecture is covered.
Prerequisite(s): None

ARHA125 History of Western Art I (4 credits)
This course offers a visual and historical survey from prehistory through the Middle Ages. Emphasis is placed on the visual analysis of painting, sculpture, and architecture as well as the relationship of the artists to the society of the period.
Prerequisite(s): None

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ARHA200 Greek and Roman Art (4 credits)
A study of Greek painting, sculpture and architecture from Mycenean to the Hellenistic period; and an examination of Roman Art from the Etruscan age to Constantine. Emphasis is placed on the Greek Classical period and the Roman Empire.
Prerequisite(s): ARHA125 and ARHA126

ARHA226 Postmodernism and Contemporary Art (4 credits)
This course presents a history of styles and ideas in the arts beginning with 1960s Pop and Minimal Art through present time.
Prerequisite(s): ARHA125 and ARHA126

ARHA228 History of Non-Western Art (4 credits)
This course offers case studies of the art of cultures outside those traditionally taught in art history survey courses. Case studies are distributed across Africa, Oceana, India, and the pre-Columbian North, Central and South Americas which create art in different media and with varied styles and that represent different parts of the continuum of socio-cultural complexity. The class explores each culture's aesthetic philosophy, the fundamental nature and the value of art, and its distinctive technologies.
Prerequisite(s): None

ARHA324 Abstract Expressionism (4 credits)
This class examines American modernist art from the 1920's to the 1960's, concentrating on the 1940's and the 1950's when Abstract Expressionism put American painting on the map. Particular emphasis is placed on how and why this happened. A good portion of the class is lecture based while the remaining part is focused on research and discussion. Periodic short fact quizzes will be given and an 8 page research paper.
Prerequisite(s): ARHA126

AUDA101 Fundamentals of Audio (3 credits)
This course covers the principles of recording sound and study of sound characteristics, basic acoustics, ergonomics, and basic techniques for field recording. The role of sound in media production is explained and exemplified.
Prerequisite(s): None

AUDA102 Music Theory for Audio Professionals I (3 credits)
This course is an introduction to the rudiments of music theory. Students learn to identify notes and common scales as well as the notation of notes, scales and simple rhythms. The concept and structure of the lead sheet will be introduced. An ear-training component will develop the students' skill in identifying and transcribing simple chords, melodies, and rhythms.
Prerequisite(s): None

AUDA103 Audio Technology I (3 credits)
This course examines the principles of audio signals and the equipment used to record, process, and distribute audio content. Students will begin to develop an understanding of signal flow of audio systems using block diagrams. A survey of audio transmission, manipulation, and delivery systems including cables, connectors, basic stereo mixers, microphones, amplifiers, and loudspeakers will be presented.
Prerequisite(s): AUDA 101

AUDA111 Survey of the Audio Industry (3 credits)
This course explores the audio industry and its constituent sectors. There will be special emphasis on strategies for networking and utilizing industry organization.
Prerequisite(s): None

AUDA112 Music Theory for Audio Professionals II (3 credits)
This course is continues with the development of the rudiments of music theory and expands into an introduction to harmony, voice leading, modes and compound time signatures. Students will learn to create simple lead sheets. An ear-training component will extend the work from Music Theory I to include more complex chords and intervals.
Prerequisite(s): AUDA102

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AUDA113 Digital Audio I–Introduction to the Interface (3 credits)
This course introduces the theories, practices, and tools used in digital audio production and techniques of non-linear digital audio editing, focusing on the fundamental theories and concepts behind various types of digital audio tools. Students develop knowledge and skills needed to operate non-linear audio workstations.
Prerequisite(s): AUDA 101

AUDA123 Video Production for Audio (3 credits)
This course introduces students to the technical terms, equipment and techniques of video production.
Prerequisite(s): None

AUDA133 Audio Recording I (3 credits)
This course covers theoretical foundations presented in Audio Technology I, which are reinforced in this course through practical, hands-on applications. Students learn the operational techniques of basic audio systems with an emphasis on mixdown of prerecorded multitrack sessions.
Prerequisite(s): AUDA103

AUDA143 Electronics I (3 credits)
Students are introduced to the fundamental concepts of electronics as they relate to audio production. Topics include Ohm's Law, AC and DC circuits, basic troubleshooting for audio equipment, AC line voltage and filtered DC voltage, etc.
Prerequisite(s): AUDA103 and MATA115

AUDA202 Synthesis and Sound Design I (3 credits)
In this course students develop advanced skills using synthesizers and samplers. Students study the elements of sound and how they apply to simple and complex waveforms, envelopes, LFOs, filters, and keyboard architecture. Theory and practice with sampling and subtractive synthesis using software and hardware sound sources.
Prerequisite(s): AUDA223

AUDA203 Production Sound (3 credits)
This course is an introduction to the science and art of production sound. Students learn how to use microphones, field mixers and digital sound equipment to record dialogue and sound effects in a variety of settings. The fundamentals of sound editing and mixing are introduced.
Prerequisite(s): AUDA123

AUDA205 Listening and Analysis (3 credits)
This course covers ear-training and critical listening from the perspective of the audio engineer and contemporary production techniques. The student will learn to aurally analyze and identify typical contemporary popular song forms and the production techniques used to create them.
Prerequisite(s): None

AUDA213 Audio Technology II (3 credits)
Students continue to study the principles of audio signals and the equipment used to record, process, and distribute audio content in this course. Sound in acoustical form is discussed in relation to studio acoustics. Students expand their understanding of signal flow of advanced audio systems by creating and reading complex block diagrams.
Prerequisite(s): AUDA103

AUDA215 Acoustics (3 credits)
This course examines the physical behavior of sound indoors and outdoors. Topics include human hearing and the principles of psychoacoustics, sound propagation, transmission, reflection, diffraction, diffusion, noise reduction, basic studio and room acoustics, and sound isolation.
Prerequisite(s): AUDA213

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AUDA223 MIDI Systems I (3 credits)
Students develop a working theoretical and skills-based knowledge of the multi-timbral synthesizer and the sequencing environment within the context of the contemporary MIDI production studio.
Prerequisite(s): AUDA113

AUDA233 Post-Production Sound (3 credits)
This course focuses on the artistic and technical problems of preparing sound in relation to picture. Students will learn the terminology and techniques of editing, mixing, and sound design.
Prerequisite(s): AUDA203

AUDA243 Digital Audio II-Digital Audio Systems (3 credits)
Students learn the concepts and production techniques used with Pro Tools integrated into a digital audio workstation. Topics include computer based digital audio workstations, sound design, field recording, digital audio transfer protocols, software-based effects plug-ins, and online automation.
Prerequisite(s): AUDA113

AUDA253 Audio Recording II (3 credits)
Students expand and develop the skills learned in Fundamentals of Audio Production through multi-track recording projects. The course focuses on recording techniques used in music production. Emphasis is placed on signal flow for basic tracks, mixdown, and overdubs. Other topics include close and distant microphone techniques, recording session management, analog tape recorders, studio documentation, signal processing, and moving fader automation systems.
Prerequisite(s): AUDA133

AUDA263 Live Sound Reinforcement I (3 credits)
Students learn to set up and operate various audio equipments for a typical live sound reinforcement. Topics include reading block diagrams of audio systems, wiring speakers, connecting powers, testing and adjusting microphones, troubleshooting sound systems, and fine-tune reinforcement effects.
Prerequisite(s): AUDA133

AUDA273 Electronics II (3 credits)
Students explore the concepts, building, and application of transformers and filters and learn to read, interpret, and utilize data from more advanced schematic circuit diagrams. Emphasis is placed upon applying these electronic devices to the operation and troubleshooting of audio equipment.
Prerequisite(s): AUDA143

AUDA283 Audio Distribution Technologies (3 credits)
This course addresses the end part of media production–delivery and distribution. Students will study a variety of delivery methods and systems and determine the advantages and limitations of each. They will also examine the relationships between delivery systems and distribution methods and evaluate the relative efficiency, cost and effectiveness of each.
Prerequisite(s): None

AUDA301 Broadcast Audio (3 credits)
This course provides the student with the fundamentals of audio production skills for Audio TV, Radio and New media.
Prerequisite(s): AUDA233

AUDA302 Synthesis and Sound Design II (3 credits)
In this course, students explore and implement available synthesis methods that enhance the narrative in various media. Analytical listening sessions will expose students to synthesis methods in various contexts.
Prerequisite(s): AUDA202

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AUDA303 Advanced Post-Production Sound (3 credits)
This course focuses on practical experience in advanced sound design and audio production for video. The course includes applied techniques used in Automated Dialog Replacement (ADR), and the creation of realistic, synchronized sound effects (Foley), and multi-track recording, editing, and mixing in the post-production story-telling process.
Prerequisite(s): AUDA233

AUDA308 Business Fundamentals (3 credits)
In this course, students are introduced to the fundamentals of business. Topics of learning include forms of business ownership, starting a business, developing a business plan, business management principles and strategies, and marketing and promotion strategies for a business.
Prerequisite(s): None

AUDA309 Portfolio I (3 credits)
This course prepares students for the transition to the professional world. This course will prepare students for the industry by helping them compile a portfolio. Students will demonstrate sound design, sound organization, presentation, and other skills as they assemble and refine their portfolio projects. Working individually with an instructor, each student will select representative projects showcasing work that reflects a unique style and developing them further as needed. Particular emphasis is placed on identifying short- and long-term professional employment goals, industry and professional related resources and portfolio development strategies.
Prerequisite(s): Permission of the Academic Chair

AUDA311 Mastering (3 credits)
This course introduces students to the equipment, techniques, protocols, and procedures used in premastering music and video for duplication in various media.
Prerequisite(s): Permission of the Academic Chair

AUDA312 Special Topics (3 credits)
This course addresses emerging technologies and techniques in the field of Audio Production. The course will also provide an intense examination of issues relevant to the Audio industry in a specific geographic region or sector of the Audio industry (Broadcast, Live Sound Reinforcement, Recording Techniques, etc.)
Prerequisite(s): Permission of the Academic Chair

AUDA313 Digital Audio III-Mixing (3 credits)
This course covers digital audio theory and interacts with analog consoles, digital recorders, external DSP, software signal routing, interfacing equipment, and synchronizing digital audio streams. Topics include analog-to-digital/digital-to-analog conversion, dithering, error correction and concealment, digital storage media, encoding methods involving data compression, digital audio interface standards, DAW interchange standards and synchronization methods.
Prerequisite(s): AUDA243

AUDA322 Senior Project I (3 credits)
This course initiates a two-quarter long comprehensive project which will be integral to students' final portfolios. Students will employ their cumulative skills to pre-produce a significant, sophisticated, multi-track digital audio work. Committee and/or faculty will approve the project content and type of the audio work. Projects will be carried out individually or in groups based on the needs of the class as determined by the instructor.
Prerequisite(s): Permission of the Academic Chair

AUDA323 Advanced Recording Techniques I (3 credits)
This course covers the techniques and technology typical to professional music recording and mixing using advanced large format consoles. Topics include: studio procedures and professionalism, SSL Console operation, advanced signal flow, signal processing, analytical and critical listening skills, close, distant and stereo mic techniques for a variety of musical instruments, and basic mixdown strategies.
Prerequisite(s): AUDA253

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AUDA332 Music Editing (3 credits)
This course covers approaches to editing music in relation to television and film including matching, mood, and aesthetic. Areas of concentration may include commercials, narratives, and music videos.
Prerequisite(s): Permission of the Academic Chair

AUDA333 Sound for Interactive Media (3 credits)
Students learn the techniques of recording, mixing, and mastering for various interactive media such as CD-ROM, DVD, and the internet. The unique challenges of memory allocation and optimization are examined with a focus on quality differences between different formats. In addition, students examine coding and compression techniques.
Prerequisite(s): AUDA233

AUDA 334 Midi Systems II
This course will expand on the knowledge acquired in MIDI Systems I. Students will deepen into a theoretical and skills-based knowledge and resources of the sequencing environment within the context of the contemporary MIDI production studio. Students proficiency in MIDI production processes will be enhanced through variously-sized production projects. Both live and studio applications of MIDI will be covered.
Prerequisite(s): AUDA223

AUDA335 Digital Audio IV (3 credits)
This course will address the stage of the audio production process called mastering. This process follows the mixing phase and is associated with signal processing enhancements that make the mixed session a finished product that has the optimum level of production quality. This stage also involves preparation of the audio media for whatever form of media or broadcast that the audio needs to be prepared for. The course will focus on the different approaches used in successfully mastering a completed audio mix and the considerations one needs to address for various forms of media.
Prerequisite(s): AUDA313

AUDA343 Advanced Recording Techniques II (3 credits)
This course provides the student a greater understanding of SSL consoles and VCA automation systems. Students use SMPTE Time Code for synchronization to a variety of multitrack formats, use digital audio sampling for sound replacement, and integrate software and MIDI sequencers into the analog studio mixing environment. Critical listening skills and critical analysis of master tapes are emphasized. Students participate in in-class recording sessions and engineer recording projects during and out of class hours, which may be included in their portfolio.
Prerequisite(s): AUDA323

AUDA353 Live Sound Reinforcement II (3 credits)
This course presents students more sophisticated and complex situations for live sound reinforcement. Through studio settings or real world events, students learn to operate large format analogue and digital mixing consoles and solve signal manipulation problems with transformers. Students also learn professional protocols in live sound reinforcement settings.
Prerequisite(s): AUDA263

AUDA363 Audio for Video Games (3 credits)
This course covers the theory, as well as practical applications, of audio and computer video techniques as used in the game industry. Emphasis will be placed on methods of sound integration and video effects and how they impact character development and enhance the game-playing experience. Additional audio topics covered include: sound perception, waveform editing, sound effects and an introduction to MIDI, music composition and voiceovers. Computer video topics include: image composition, virtual cameras, motion capture and video compression.
Prerequisite(s): Permission of the Academic Chair

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AUDA373 Advanced Electronics (3 credits)
This course focuses on the theoretical principles, physical properties, design, and characteristics of various audio electronics such as microphones, loudspeakers, and consoles. They will learn system design of a standard studio and live sound setup, as well as troubleshoot and repair various devices and systems.
Prerequisite(s): Permission of the Academic Chair

AUDA383 Live Sound Reinforcement III (3 credits)
Students work within the parameters of professional sound reinforcement companies to improve their audio skills and gain practical show experience by using hands-on, in the field, live sound reinforcement. Lighting, video, electrics, rigging, backline and remote recording are explored in both a classroom and lab setting. Students design sound systems using current industry software.
Prerequisite(s): AUDA353

AUDA402 Advanced Acoustics (3 credits)
This course focuses on applied acoustics, advanced room acoustics, and special topics in acoustics and electroacoustics. Students apply the physical properties of sound waves and human perception of sound to the understanding and design of acoustic environments, the behavior and construction of acoustic transducers, and the exploration of divergent acoustic phenomenon. The class emphasizes application of acoustic theory commonly used by acousticians, engineers, architects and designers in real world, professional applications.
Prerequisite(s): AUDA215

AUDA403 Senior Project II (3 credits)
This course continues the two-quarter long comprehensive project begun in Senior Project I. Students will employ cumulative skills to produce a significant, sophisticated, multi-track digital audio work. Projects will be carried out individually or in groups based on the needs of the class as determined by the instructor.
Prerequisite(s): AUDA322

AUDA404 Live Sound for Television (3 credits)
This course covers core knowledge and competency in digital audio, broadcast communication systems and multi-channel sound design and production, as well as promotes communication skills and team interaction which are required to complete production objectives and timelines.
Prerequisite(s): AUDA301

AUDA405 Audio for Advertising (3 credits)
Students apply skills in dialog, music and effects (DME) to create and produce audio for broadcast and interactive advertising, and compare and contrast the goals of advertising with those of cinematic movies and artistic music.
Prerequisite(s): AUDA303

AUDA406 Internship (3 credits)
Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. The students will gain the experience they need to enter the field when they graduate.
Prerequisites: Permission of the Academic Chair

AUDA408 Business and Culture of Audio (3 credits)
In this course students look at the industry from a non-technical perspective and examine the business side of the production facility as well as its role in a changing market and the impact that emerging technologies have on them. Issues of personality and attitude as they relate to working in the culture of an audio environment will also be covered as this class serves as a prerequisite to the Internship process.
Prerequisite(s): None

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AUDA409 Portfolio II (3 credits)
This course aims to prepare students for entry-level employment within the industry by assisting them with the development and presentation of an audio production portfolio that reflects the stated exit competencies. Students will demonstrate an advanced skill-set in areas as process, sound design, sound organization, presentation, and other skills, as projects are refined and assembled into a cohesive, comprehensive body of work. Particular emphasis will be placed on identifying short- and long-term professional employment goals, industry and professional related resources and standards, portfolio development and presentation strategies.
Prerequisites: AUDA309

AUDA412 Sound System Design and Installation (3 credits)
This course provides students with skills necessary for work in the audio and video installations field. Constant voltage amplifiers, intercoms, plasma TV, surround sound installations, and movie a/v systems will be discussed. Students will learn how to work with contractors, retailers, and installers to create and maintain audio and video environments.
Prerequisite(s): Permission of the Academic Chair

AUDA413 Advanced Broadcast Audio (3 credits)
This course provides students with the skills to analyze and support live broadcast scenarios.
Prerequisite(s): Permission of the Academic Chair

AUDA415 Composition and Scoring (3 credits)
This course introduces students to the special technical and artistic demands of composing music for film and television. Topics include instrumentation, orchestration, musical motif, notation, spotting sessions, midi mockups, scoring and tempo markers, and stems.
Prerequisites: AUDA112

AUDA416 Internship II (3 credits)
Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. The students will gain the experience they need to enter the field when they graduate.
Prerequisite(s): Permission of the Academic Chair

AUDA418 Media Business Practices (3 credits)
This course covers basic business theory and practices for the media professional, as well as key legal requirements for artistic industries are addressed in this course.
Prerequisite(s): None

AUDA423 Audio for Emerging Media (3 credits)
In this course students are introduced to the principles of creating audio for interactive and emerging media. Special emphasis is placed on internet and tablet computing technologies.
Prerequisites: Permission of the Academic Chair

AUDA425 Songwriting (3 credits)
In this course students study song forms of pop, country, jazz and ethnic music in order to be able to compose melodies and chord cadences in various structures, tempos, meters and keys. Emphasis is on the symbiotic relationship of music and lyrics.
Prerequisite(s): AUDA112

AUDA433 Designing Circuitry for Audio Electronics (3 credits)
This course focuses on the applied principles of audio electronics. Students apply electronics theory, physical properties, design, and component level knowledge to common audio electronics. Emphasis is placed on system design as well as troubleshooting, maintenance and repair of various devices and systems.
Prerequisite(s): Permission of the Academic Chair

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AUDA443 Field Recording I (3 credits)
Students are introduced to the equipment, techniques, protocols, and procedures used in on-site recording for radio, film, and TV. Students participate in a location film/video shoot. Topics include power requirements and electrical noise, acoustic isolation and location mixing, audio post-production tools and processes, field and post synchronization, sampling sounds and environments, microphone placement, wireless microphones, communication, and audio processing in the field.
Prerequisite(s): AUDA203

AUDA 446 Interactive Music (3 credits)
This course explores concepts and techniques for real-time interaction between digital audio software, hardware controllers, and acoustic sound. Topics will include: audio signal routing for real-time processing, looping, and layering; mapping and programming software parameters for manipulation with hardware controllers; real-time performance, processing, and recording of acoustic and electronic sounds; approaches to controlling software parameters with various control surfaces (e.g., pads, rotary knobs, sliders, keyboards, and pedals); issues related to audio signal flow in electroacoustic music; and some of the historical, theoretical, and artistic dimensions of interactive and electroacoustic music. The course will be divided evenly between three components: 1) lectures, assigned listening, and readings, 2) hands-on exercises designed to develop skills and familiarity with specific techniques, and 3) creative projects that explore and extend these techniques.
Prerequisite(s): AUDA334

AUDA453 Acoustic Recording and Production (3 credits)
In this course, students study recording and editing of classical music and jazz. The scope of the course will include studio and location digital recording of music in real time. Computer based wave form editing will be taught using music scores and recording notes to create a seamless master from multiple takes.
Prerequisite(s): Permission of the Academic Chair

AUDA463 Analog Systems (3 credits)
This course covers the history of analog audio production and application in today's industry. Analog tape machine alignment procedures and test equipment are featured as well as mixing techniques on an analog console.
Prerequisite(s): Permission of the Academic Chair

BAPA102 European Cakes and Tortes (3 credits)
Students will build on competencies previously learned and apply those skills into new products to create more elaborate tortes and cakes using complex finishing methods by applying glazes, using decorative sponges, and building multi-component cakes. Topics to be covered include comparison of classical and modern preparations, classical cakes; glazed, iced, molded, and cream filled cakes, and bombes.
Prerequisite(s): CULA123

Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your Chef Director for information.

BAPA202 Advanced Patisserie and Display Cakes (6 credits)
This course meets nine hours per week over the entire quarter, three hours are lecture and six hours are Lab. The course explores the techniques of plated desserts and the theory behind building edible art for A la Carte service, competition or banquet functions. Methods and procedures for producing high quality specialty decorated cakes, as well as the design, assembly, and decorating of wedding cakes will be introduced.
Prerequisite(s): CULA123

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BAPA203 Artisan Breads and Baking Production (6 credits)
This course meets nine hours per week over the entire quarter, three hours are lecture and six hours are Lab. The course provides the information, tools and instruction to gain proficiency in the preparation of a variety of artisan breads. Emphasis will be placed upon learning to mix, ferment, shape, bake and store hand crafted breads. Students will focus on traditional fermentation, as well as the science of the ingredients. Students will have the opportunity to learn assembly speed and increased their proficiency in meeting production deadlines with quality products.
Prerequisite(s): None

Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your Chef Director for information.

BAPA212 Chocolate, Confections and Centerpieces (6 credits)
This course meets nine hours per week over the entire quarter, three hours are lecture and six hours are Lab. Students are introduced to the fundamental concepts, skills and techniques of chocolates and confections. Students are introduced to the basic techniques used in forming simple centerpieces. Lectures and demonstrations teach chocolate tempering, candy production and the rules that apply when creating centerpieces.
Prerequisite(s): CULA123

Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your Chef Director for information.

CGSA202 Computer Concepts and 2-D Applications (4 credits)
This course is an introduction to basic theory and skill techniques of visual communications using computers. It gives students a basic understanding of technical devices for the electronic production of visual images. Students will receive training on Adobe Illustrator, Adobe Photoshop. These software will help them in producing professional presentations and high graphic quality portfolios. Lab classes consist of a series of full color projects designed to highlight the features of each program.
Prerequisite(s): None

CGSA204 Business Computing (4 credits)
This course focuses on the business use and inter-operability of the MS Office suite. Students will construct business correspondences, emails and spreadsheets in order to produce integrated and collaborative documentation. Later in the course, students will develop a basic database in MS Access as well as in MS Excel. A basic web page design will be created along with a presentation of overall work culminating in MS PowerPoint.
Prerequisite(s): None

CMAA100 History of Animation (3)
Fundamentals of animated cinematography are addressed through a historical survey. The course will consider trends and genres of animated film in a variety of media.
Prerequisite: None

CMAA103 Digital Imaging (3 credits)
This course continues the development of digital imaging skills, with an emphasis on advanced techniques in masking, maps, channels, and compositing.
Prerequisite(s): None

CMAA120 Maquette Construction (3 credits)
This course introduces the construction of maquettes specifically for use as reference for 3D modeling but may be applicable to stop motion later.
Prerequisite(s): VIAA345

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CMAA140 2D Animation (3 credits)
This course introduces the student to the fundamental principles of traditional animation. Through the 12 Principles of Animation we will learn to show weight and volume to create effective and compelling animation.
Prerequisite(s): CMAA103 and CMAA240

CMAA200 Introduction to 3D Computer Animation (3 credits)
This course introduces 3D applications and reviews their fundamental concepts. It introduces the basic toolsets used for polygonal and NURBS computer modeling. The course will also introduce basic key frame animation on photographs.
Prerequisite(s): CMAA103

CMAA201 Computer Modeling I (3 credits)
Students in this course learn the skills to produce increasingly complex organic and hard surface three-dimensional models in a computer-based environment.
Prerequisite(s): CMAA200 AND VIAA149

CMAA202 Computer Modeling II (3 credits)
This course introduces the tools for modeling inanimate objects by comparing NURBS and polygon modeling techniques.
Prerequisite(s): CMAA201

CMAA210 Previsualization: Storyboard and Animatic (3 credits)
This course focuses on applying industry-standard storyboarding and scripting techniques. Contents to be covered include the various purposes and formats of storyboards, the basic terminology and concepts used in storyboarding, and the application of storyboarding techniques to the creation of storyboards with or without a written script. Completed storyboards will be digitized and edited using video editing software.
Prerequisite(s): CMAA240 and CMAA103 or VFXA112

CMAA211 Cinematic Techniques I: Editing Studio (3 credits)
In this course, students will acquire basic knowledge of the elements of digital editing with concentration of industry interface standards. The principles of editing, synch dialog, transitions, storytelling, and sound integration are covered through a series of individual projects.
Prerequisite(s): CMAA210 and CMAA241

CMAA220 Texture I: Material and Lighting (3 credits)
This course will lead students through the concepts and techniques of texturing geometry as it pertains to the game and movie industries. As well as exploring techniques in matching real life lighting in 3D software and developing shading networks.
Prerequisite(s): CMAA201 and VIAA151

CMAA221 Character Rigging (3 credits)
This advanced studio course focuses on the rigging of characters for performance. Students will solve complex issues of character articulation with an emphasis on skeleton, skin, and binding techniques.
Prerequisite(s): CMAA201 and CMAA301

CMAA230 Digital Ink and Paint (3 credits)
This is course is an introduction to the computer as an ink and paint media for animation. Basics of scanning, clean up, ink, paint and camera will be explored.
Prerequisite(s): CMAA140 and CMAA210

CMAA240 Drawing for Computer Animation and Visual Effects (3 credits)
This course is designed to give students an understanding of advance principles, elements of design, and drawing techniques used in the field of computer animation and visual effects. Emphasis is placed on using observational skills to create proportionally correct renditions of compositions.
Prerequisite(s): FNDA150 and VIAA149 or GWDA103

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CMAA241 Performance and Story Development (3 credits)
This course is a study of the components of storytelling with special emphasis on characterization and theme to enhance animation skills.
Prerequisite(s): ENCA102

CMAA301 Animation I: Performance (3 credits)
This is an advanced level 3D animation course which continues to build on techniques learned from previous modeling and animation courses. Students will have the opportunity to learn how to apply real-life action sequences to characters.
Prerequisite(s): CMAA140 and CMAA202
Corequisites: CMAA320

CMAA302 Animation II: Expression (3 credits)
This is an advanced level 3D animation course which continues to build on techniques learned from previous modeling and animation courses. Students will have the opportunity to learn how to create human facial expressions, lip synch, and personality.
Prerequisite(s): CMAA301

CMAA303 Computer Modeling III (3 credits)
Students in this course learn the skills to produce complex three-dimensional models in a computer-based environment. Students will explore various techniques of character modeling and texturing to include various approaches to figure construction.
Prerequisite(s): CMAA202

CMAA304 Advanced Digital Compositing (3 credits)
This course will explore various techniques for creating and implementing CGI into live action. Emphasis will be placed on creating seamless integration of visual elements.
Prerequisite(s): CMAA211 and CMAA320

CMAA305 Digital Sculpting
This course furthers the tools for sculpting a 3d character by combining modeling skills in multiple platforms including intermediate to advanced methods in digital sculpting software.
Prerequisite(s): CMAA303

CMAA320 Digital Compositing: Motion Graphics (3 credits)
This introductory course provides an investigation of the compositing process. This is an introduction to the use of titling in the theatrical and broadcast graphics. Techniques for design and implementation will be covered. Students will produce title sequences and montages integrating image manipulation applications and other image processing support.
Prerequisite(s): (CMAA200
Corequisites: CMAA301

CMAA340 Animation Elective: Motion Capture (3 credits)
This course covers the acquisition, refinement and application of performance capture in 3D space. Students will have the opportunity to learn different uses, approaches to motion capture as well as its limitations.
Prerequisite(s): CMAA301 and CMAA221

CMAA351 Animation Elective: Animation III: Non-Traditional (3 credits)
This advanced course emphasizes the creation of non-human character animation. Students will research technical solutions to performance challenges faced in the construction and animation of alternative character designs.
Prerequisite(s): CMAA302

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CMAA360 Animation Elective: Advanced Graphics Programming (3 credits)
This advanced course focuses on applying problem solving techniques to character rigging and dynamic simulations. Through the use of advanced scripting and an introduction to application of program interface (API), students will continue to customize their work environment and enhance the production process.
Prerequisite(s): CMAA304

CMAA362 Pre production Team (3 credits)
This course will expose students to the pre-production processes used in animation and related industries. The primary components of the course will be a thorough review of all pre-production activities and project management. Students will participate in production teams and will focus on planning of all aspects of an animation production.
Prerequisite(s): Director / Coordinator Approval Required

CMAA400 Digital 2D Animation Studio (3 credits)
This course will lead students through the fundamentals of 2D design and animation for the web with the goal of creating a digital online portfolio.
Prerequisite(s): CMAA304

CMAA403 Introduction Special Effects (3 credits)
This course introduces new tools, concepts, and techniques. Students apply and implement dynamic simulations to new or existing projects. This course also allows the students to learn some basic compositing techniques between 3D elements and particle systems.
Prerequisite(s): CMAA302

CMAA404 Graphics Programming (3 credits)
This introductory course addresses the fundamentals of computer scripting for animation including programming, logic flow, problem analysis, and the application of a graphical user interface (GUI) to optimize production. Students are provided challenges to be solved through writing a coded set of instructions.
Prerequisite(s): CMAA403 and MATA201

CMAA405 Texture II: Shading Networks (3 credits)
This advanced course focuses on the creation of computer generated textures using an advanced rendering engine. Students will investigate advanced techniques in simulating complex characteristics of light on surface using advanced shading networks. Students will create experimental and application specific shaders.
Prerequisite(s): CMAA302

CMAA406 Film Production Studio (3 credits)
This course will guide students through the concepts and the fundamentals of animation production techniques in a group project environment. Students will have the opportunity to learn to design production workflows, manage schedules, assets and solve technical problems in all project aspects.
Prerequisite(s): CMAA405 and CMAA304

CMAA410 Print Portfolio Presentation (3 credits)
This course provides the student the opportunity to review, revise and consolidate their body of art work in print. By reviewing both traditional and digital portfolios, critiques and faculty recommendation, students will refine their own portfolios so that they reflect and enhance their individual strengths and target specific job markets.
Prerequisite(s): CMAA411 and CMAA400

CMAA411 Advanced Special Effects (3 credits)
This course will lead students through advanced special effects concepts and will guide them through the implementation of soft/rigid bodies and dynamic simulations using expressions and scripting languages.
Prerequisite(s): CMAA304 and CMAA404

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CMAA412 Production Team (3 credits)
In this course students will work in a studio environment and will focus on the production and post production of an animated short.
Prerequisite(s): CMAA362

CMAA414 Animation Elective: Animation Studio (3 credits)
Students will use advanced animation techniques to create, design, produce and edit a fully realized concept.
Prerequisite(s): CMAA302

CMAA422 Demo Reel Presentation (2 credits)
Through this course, students complete the digital portion of their portfolio. The students assess the strengths and weaknesses of their work to augment the final presentation. The course stresses the importance of professional presentation.
Prerequisite(s): CMAA410

CMAA423 Internship (2-3 credits)
This course is a variable credit course in that the department can choose the amount of credit to award which is determined by the amount of time needed for the group of students at the time the course is offered. Students complete required hours of work under the close supervision of a design professional, to gain an understanding of actual production projects. Sales, marketing, and other aspects of the profession are included. Students have the opportunity to apply their knowledge to actual projects and gain valuable contacts.
Prerequisite(s): Director or Coordinator Approval Required

CMAA490 Selected Topics in Animation (3 credits)
This is a group project animation class. Topics are based upon important artistic or technological trends and developments in Animation. Topics will be addressed as they arise.
Prerequisite(s): CMAA406 and CMAA411

CMAA491 Animation Elective: Advanced Digital 2D Animation (3 credits)
This course provides students with advanced experience with the digital 2-D animation process.
Students will complete a short subject using advanced computer animation technique.
Prerequisite(s): CMAA400

CMAA493 Animation Elective: Advanced Rigging (3 credits)
Students begin to incorporate more complex setups to create robust character rigs in a 3D platform. Stretchy IK, IK/FK switching, IK spine and advanced deformations will be covered to create a stable, animator friendly rig. Students will learn how to layer a facial rig onto a body rig, how to layer muscle deformations and how to write and update a character build script.
Prerequisite(s): CMAA221 and CMAA302

COMA112 Principles of Communication (4 credits)
This course introduces the theory of communication and develops skills in interpersonal professional communication, including interpersonal relationship communication, small group dynamics, and corporate and professional presentations. It is a practical course improving areas such as listening skills, conducting meetings, and persuasive communication techniques. This course stresses the utilization of modern technologies, such as PowerPoint, for professional presentations.
Prerequisite(s): None

COMA205 Introduction to Popular Culture (4 credits)
The development of computer games and other forms of popular entertainment owe much to American myths, icons, heroes, and institutions as represented in American popular culture from the late nineteenth century to the present. Students examine the history of these art forms through examination of popular novels, film, radio programs, songs, and television.
Prerequisite(s): None

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COMA300 Media Theory and Criticism (4 credits)
In this course, students explore the different theories and approaches to media and their impact on society and culture so as to inform and enrich their own work.
Prerequisite(s): ENCA102

COMA320 Intrapersonal Communication (4 credits)
In this course students will examine the communication processes that take place within the self. As the foundation of all levels of communication, intrapersonal communication is the link between self-awareness and an individual's construction of meaning at conscious and nonconscious levels. Cognitive and philosophical theories will be discussed in this course as students explore the phenomenon of intrapersonal communication. Students will learn about the practical applications of intrapersonal communication, including improved personal and public communication, self-motivation, critical thinking, and in particular, enhanced creativity.
Prerequisite(s): COMA112

CULA101 Concepts and Theories of Culinary Techniques (3 credits)
The fundamental concepts, skills and techniques involved in basic cookery are covered in this course. Special emphasis is given to the study of ingredients and cooking theories. Lectures teach organization skills in the kitchen and work coordination. The basics of stocks, soups, sauces, vegetable cookery, starch cookery, meat and poultry are covered. Emphasis is given to basic cooking techniques such as sautéing, roasting, poaching, braising, and frying.
Prerequisite(s): None

Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your Chef Director for information.

CULA102 Management by Menu (3 credits)
This course prepares future food service managers by giving a clear picture of the important role menu planning plays within operations. It covers topics ranging from menu development, pricing, and evaluation to facilities design and layout. Students will benefit because good menu development is crucial to the success of any foodservice operation, i.e., a planning tool, source of operational information and a merchandising method for reaching patrons.
Prerequisite(s): None

CULA103 Fundamentals of Classical Techniques (6 credits)
This course meets nine hours per week over the entire quarter, three hours are lecture and six hours are Lab. The fundamental concepts, skills and techniques involved in basic cookery are covered in this course. Special emphasis is given to the study of ingredients, cooking theories, and the preparation of stocks, broth, glazes, and soups, thickening agents, the grand sauces and emulsion sauces. Lectures and demonstrations teach organization skills in the kitchen, work coordination, and knife skills. The basics of vegetable cookery, starch cookery, meat and poultry are covered. Emphasis is given to basic cooking techniques such as sautéing, roasting, poaching, braising and frying. Students must successfully pass a practical cooking examination covering a variety of cooking techniques.
Prerequisite(s): None

Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your Chef Director for information.

CULA108 Sustainable Purchasing and Controlling Costs (3 credits)
This course introduces the student to the methodologies and tools used to control costs and purchase supplies. This course helps the student value the purchasing, planning, and control processes in the food and beverage industry. Primary focus is on supplier selection, planning, and controlling costs, with an emphasis on the study of sustainable products and approaches. Topics include planning and controlling costs using budgeting techniques, standard costing, standardized recipes, performance measurements, and food, beverage, and labor cost controls.
Prerequisite(s): None

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CULA112 Latin Cuisine (3 credits)
This course emphasizes both the influences and ingredients that create the unique character of selected Latin cuisines. Students prepare, taste, serve, and evaluate traditional, regional dishes of Mexico, South America and the Caribbean Islands. Importance will be placed on ingredients, flavor profiles, preparations, and techniques representative of these cuisines.
Prerequisite(s): CULA103 and CULA101

Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your Chef Director for information.

CULA113 American Regional Cuisine (6 credits)
This course meets nine hours per week over the entire quarter, three hours are lecture and six hours are Lab. The course reinforces the knowledge and skill learned in the preceding classes and helps students build confidence in the techniques of basic cookery. The development of knife skills is accented. American Regional Cuisine explores the use of indigenous ingredients in the preparation of traditional and contemporary American specialties. The concepts of mise en place, time-lines, plate presentation, and teamwork in a production setting are introduced and accentuated. Timing and organization skills are emphasized.
Prerequisite(s): CULA103 and CULA101

Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your Chef Director for information.

CULA123 Introduction to Baking and Pastry Techniques (6 credits)
This course is a combination of theory, lecture, demonstration, and hands-on production to provide an introduction to baking and pastry techniques for use in a commercial kitchen. Special focus is placed on the study of ingredient functions, product identification, and weights and measures as applied to baking and pastry techniques. Instruction is provided on the preparation of yeast-raised dough mixing methods, roll-in doughs, pie doughs, basic cake mixing methods, fillings, icings, pastry cream, and finishing techniques. Emphasis is also placed on dessert plating and presentation. Students must pass a practical exam.
Prerequisites: CULA103 and CULA101

Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your Chef Director for information.

CULA201 Garde Manger (6 credits)
This course meets nine hours per week over the entire quarter, three hours are lecture and six hours are Lab. The course provides students with skills and knowledge of the organization, equipment and responsibilities of the "cold kitchen".   Students are introduced to and prepare cold hors d'oeuvres, sandwiches, salads, as well as basic charcuterie items while focusing on the total utilization of product. Reception foods and buffet arrangements are introduced. Students must pass a written and practical exam.
Prerequisite(s): CULA103 and CULA101

Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your Chef Director for information.

CULA206 Food and Beverage Operations Management (3 credits)
This course addresses front-of-the-house operations and is designed to provide students with an introduction from a managerial perspective of providing exceptional service to increasingly sophisticated and demanding guests. Survey of the world's leading wines classified by type, as well as other distilled beverages. Topics covered include the management and training of personnel to be responsible, professional alcohol servers, product knowledge, the income statement, job descriptions, sales forecasting and cost control. The students will produce a complete dining room and bar operation manual. This project should be saved on jump drive, as it will be used during Capstone or the development of a business plan.
Prerequisite(s): CULA103 and CULA101

Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your Chef Director for information.

CULA208 Management, Supervision and Career Development (3 credits)
This is a multifaceted course that focuses on managing people from the hospitality supervisor's viewpoint, developing job search skills, and either completing a minimum of 90 hours of field experience or verifying a minimum of 300 hours of industry experience. The management emphasis is on techniques for increasing productivity, controlling labor costs, time management, and managing change. It also stresses effective communication and explains the responsibilities of a supervisor in the food service industry. Students develop techniques and strategies for marketing themselves in their chosen fields. Emphasis will be placed on students assessing their marketable skills, developing a network of contacts, generating interviews, writing a cover letter and resume, preparing for their employment interview, presenting a professional appearance, and interview follow-up. The field experience requires supervised, verifiable experience in the culinary field with a minimum of 90 work hours in food production. Students are responsible for securing the field experience site and may seek assistance through The Institute. Field Experience is a semi-structured and supervised situation in which students receive basic training and directed work experience in selected entry-level positions consistent with career preference. Emphasis is on job competence, performance, and professionalism and work relations.
Prerequisite(s): None

CULA209 Capstone (3 credits)
Through competencies developed with previous related studies course work, students will develop a business plan for a minimum one hundred-seat restaurant. The project will include: Market Analysis and Marketing Strategy, Operating Budget, Sales Projections, Opening Inventories, Capital Equipment, Standardized Recipes and Costing for all standardized recipes, Menu and Facilities Design. The course covers the components of a business plan as well as techniques for developing and presenting sections of the plan. Business related competencies are reviewed and tutored as necessary for completion of the project.
Prerequisite(s): Director or Coordinator Approval Required

Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your Chef Director for information.
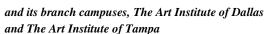
CULA213 À la Carte Kitchen (6 credits)
This course meets nine hours per week over the entire quarter, three hours are lecture and six hours are Lab. The course introduces students to the À La Carte kitchen, emphasis is on "à la minute" method of food preparation, plus dining room service standards. Industry terminology, correct application of culinary skills, plate presentation, organization and timing in producing items off both a fixed-price menu and à la carte menu are stressed. The principles of dining room service are practiced and emphasized. The philosophy of food are further explored and examined in light of today's understanding of food, nutrition and presentation.
Prerequisite(s): Director or Coordinator Approval Required

Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your Chef Director for information.

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CULA243 Classical European Cuisine (3 credits)
This course emphasizes both the influences and ingredients that create the unique character of selected Classical European Cuisines. Students prepare, taste, serve, and evaluate traditional, regional dishes of British Isles, Italy, France, and Germany, Austria, Switzerland, and Scandinavia countries. Importance will be placed on ingredients, flavor profiles, preparations, and techniques representative of these cuisines.
Prerequisite(s): CULA103 and CULA113
Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your Chef Director for information.

CULA244 Asian Cuisine (3 credits)
This course emphasizes both the influences and ingredients that create the unique character of selected Asian cuisines. Students prepare, taste, serve, and evaluate traditional, regional dishes of the four regions of China, Japan, Korea, Vietnam, Thailand, and Indonesia. Importance will be placed on ingredients, flavor profiles, preparations, and techniques representative of these cuisines.
Prerequisite(s): CULA103 and CULA101
Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your Chef Director for information.

CULA245 World Cuisine (3 credits)
This course emphasizes both the influences and ingredients that create the unique character of selected World cuisines. Students prepare, taste, serve, and evaluate traditional, regional dishes of Spain, Middle East, Turkey, Greece, Africa and India. Importance will be placed on ingredients, flavor profiles, preparations, and techniques representative of these cuisines.
Prerequisite(s):CULA103 and CULA101
Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your Chef Director for information.

CULA271 Art Culinaire (6 credits)
This course meets nine hours per week over the entire quarter, three hours are lecture and six hours are Lab. The course will celebrate the culinary styles, restaurants, restaurateur and chefs who are in the current industry spotlight. Their style, substance and quality will be discussed and examined. During the hands–on production aspect of the class, students will have the opportunity to be exposed to specialty produce and products.
Prerequisite(s): Director or Coordinator Approval Required
Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your Chef Director for information.

CULA301 Human Resource Management (3 credits)
This course introduces the principles and practices of human resources management relevant to hospitality organizations, with emphasis on the entry level manager's role. Topics covered will include employment laws, workforce management, compensation and benefits administration, labor unions, employee safety, diversity and ethics.
Prerequisite(s): None

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CULA302 Facilities Management and Design (3 credits)
This course provides students with information related to hospitality facility design and maintenance. Food service layout and design is related to operating issues, new building construction, and renovations. Planning and design of facilities including equipment, space and functional relationships, cost and operating efficiencies; emphasis on maintenance programs, safety regulations, building code requirements and energy conservation.
Prerequisite(s): None

CULA303 Food Service Technology and Information (3 credits)
This course is a survey course in foodservice information systems and technology (IS&T) designed to introduce students to the many diverse facets of IS&T in the foodservice industry. Current systems and issues of major importance in the field of IS&T will be considered as they relate to the foodservice industry. Emphasis will be placed on the managerial and business aspects of IS&T, rather than the technical perspectives. Core topics will include key foodservice systems (e.g., accounting and property management systems, point-of-sale, sales and catering, etc.), guest service and customer relationship management (CRM), knowledge management, and IS&T strategy.
Prerequisite(s): CULA206

CULA312 Hospitality Marketing (3 credits)
This course is an introduction to service marketing as applied to the hospitality industry. This course will cover application of basic marketing concepts and research methods. Design and delivery of marketing components for a hospitality business will be covered. Topics included but not limited to: unique attributes of service marketing; consumer orientation; consumer behavior; market segmentation principles; target marketing; product planning; promotion planning; market research; and competitor analysis.
Prerequisite(s): None

CULA313 Exploring Wines and the Culinary Arts (3 credits)
This course provides an introduction to the production of wine from vineyard to bottle, as well as a review of the basic grape varietals that are used to make wine. Through lectures, research and tasting, students are exposed to different types, styles and quality levels of wine. Students will become familiar with the world's most important wine regions and learn the common criteria by which wines from these different regions are evaluated. This course is designed to teach students the applied approach to matching wine and food, using flavors, textures, and components present in food and wine as complementing strategies. The course emphasizes menu planning, preparation of foods, cooking methods, and tasting wines with food.
Prerequisite(s): None

Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your Chef Director for information.

CULA320 Introduction to Accounting Principles (3 credits)
This course introduces the basic concepts of financial accounting, including the principles upon which the determination of a company's net income and financial position are based. The course presents the accounting cycle, recording process, financial statements, budgetary planning, and performance evaluation. Basic financial statements are introduced, the items included in these reports and the economic events and accounting related to them. The course provides information to facilitate how to use and interpret accounting information.
Prerequisite(s): None

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CULA321 Foodservice Financial Management (3 credits)
In this course, the students develop a working knowledge of the current theories, issues and challenges involved with financial management. Students are introduced to the tools and skills that financial managers use in effective decision making. Topics include budgeting, cash management, cost concepts and behavior, investment analysis, borrowing funds, and financial forecasting.
Prerequisite(s): MATA113

CULA322 Catering and Event Management (3 credits)
This course introduces students to the fundamentals of catering, special events and sales in the hospitality industry. The course focuses on understanding the catering's role within the hospitality industry and the various catering disciplines. Students also discuss topics such as contracts, checklists, legal considerations, staffing and training, food production, and sanitation. This course is project driven which requires significant creative and independent work.
Prerequisite(s): Director or Coordinator Approval Required

CULA323 Legal Issues and Ethics for Culinarians (3 credits)
The course is designed to give the student an overview of legal issues arising in the foodservice environment. The students will examine laws pertinent to the hospitality/food service industry and will investigate the relationship of these laws to the administration of a service organization. This course also identifies common ethical dilemmas encountered by culinarians; introduces the student to the foundations, purpose, and content of ethical codes and approaches to ethical decision making.
Prerequisite(s): None

CULA332 Quality Service Management and Training (3 credits)
This class will examine the role of service in the food service industry and explore how to give quality customer service. Service systems and training programs in quality operations will be examined through the use of case studies and hypothetical scenarios. The course will cover employee training and development from both a strategic and operational perspective. The class will culminate by examining Charlie Trotter's service standards in what is often the best-rated restaurant in the United States.
Prerequisite(s): None

CULA333 Senior Culinary Practicum (2 credits)
This course is intended to be a practical capstone for the culinary management curriculum. It will draw on the majority of disciplines presented earlier in the program. In this class students will plan, organize, and execute functions that will be booked and/or sold to the public. Students in effect, will experience the necessary functions of opening their own restaurant.
Prerequisite(s): None

Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your Chef Director for information.

CULA400 Leadership and Organizational Development (3 credits)
Students examine leadership, organizational management and culture, focuses on the role of the mangers as facilitators of change within the organizations. The course emphasizes the concepts of motivation, interpersonal relationships, group dynamics, leadership, and organization culture. Examination of leadership styles, development of strategic plans, and critical problem solving in the hospitality industry are covered in the course.
Prerequisite(s): None

CULA401 Innovation and Entrepreneurship (3 credits)
This course provides an introductory overview to the knowledge and skills needed for entrepreneurship. The course offers a chance to gain new knowledge and skills about how to identify and pursue entrepreneurial opportunities that can be applied to a student's own interests. Topics include: how entrepreneurs find, screen, and evaluate ideas and new business opportunities.
Prerequisite(s): None

CULA402 Senior Project Capstone (2 credits)
This course is a continuation of the Associates level Capstone. While the Associates level Capstone focuses on the operational aspects of the business plan, the Baccalaureate Capstone focuses on the managerial aspects of the business plan. Through the competencies developed with previous related studies course work, students will continue the development of a business plan for a minimum one hundred-seat restaurant. The project will include: Market Analysis and Marketing Strategy, Operating Budget, Sales Projections, Opening Inventories, Capital Equipment, Balance Sheet, Income Statement, and Cost Analysis, Standardized Recipes and Costing for all standardized recipes, Menu, and Facilities Design. The course covers the components of a business plan as well as techniques for developing and presenting sections of the plan. Business related competencies are reviewed as necessary for completion of the project.
Prerequisite(s): CULA403 and Director or Coordinator Approval Required

CULA403 Global Management and Operations in the Hospitality Industry (3 credits)
This course provides students with an introduction to the dimensions and nature of the international hospitality industry. It is designed to review the principles of management and to apply management theory to the global marketplace. Students examine the social, cultural, political and economic environments within which international hospitality operators compete for survival and growth. Topics emphasized include cultural dimensions of management international management strategy, international marketing and international human resource management.
Prerequisite(s): ENCA102

CULA406 Management Externship (3 credits)
Students observe and participate in the supervisory operation of a successful foodservice business. They apply their professional skills to gain experience in order to enter and become successful in the foodservice business. Emphasis is placed on developing hospitality management skills.
Prerequisite(s): Approval of the Department Director/Chair

DFVA101 Survey of Digital Filmmaking and Video Production (3 credits)
A survey of the digital filmmaking and video production field within the larger framework traditional mass media and emerging communication technologies.
Course Prerequisite(s): None

DFVA102 Introduction to Filmmaking Applications and Design (3 credits)
Introduction to professional software applications used for the creation and design of digital filmmaking and video production.
Course Prerequisite(s): None

DFVA103 Fundamentals of Video Production (3 credits)
Students begin the implementation of fundamental terminology, concepts, equipment and techniques of video production.
Course Prerequisite(s): DFVA111

DFVA105 Conceptual Storytelling (3 credits)
Introduces students to storytelling and the various elements of an effective story. Students will also translate a written story into visual elements in a storyboard.
Course Prerequisite(s): DFVA101

DFVA107 Fundamentals of Producing and Directing (3 credits)
Focuses on the production processes from the perspectives of a producer and director.
Course Prerequisite(s): DFVA103

DFVA111 Principles of Cinematography (3 credits)
Introduction of the history and principles of visual design for motion pictures through the use of a camera.
Course Prerequisite(s): None

DFVA113 Fundamentals of Editing (3 credits)
Introduces the student to the editing of visuals and sound using non linear editing software.
Course Prerequisite(s): None

DFVA123 Intermediate Video Production (3 credits)
Covers the principles of visual design for motion pictures, develop the student's ability to evaluate the visual potential of locations, and determine the proper technical tools and use of motion picture elements to achieve the story's intended look.
Course Prerequisite(s): DFVA103

DFVA133 Lighting for Digital Film (3 credits)
Students will be introduced to the basic concepts and principles of lighting for cinematography. Fundamentals of utilizing and controlling both natural and studio lighting with emphasis on the quality, quantity, and direction and its effect on the photographic image.
Course Prerequisite(s): None

DFVA201 Fundamentals of Scriptwriting (3 credits)
Students explore the writing and creative elements needed to create scripts. They will also acquire knowledge of all elements from research to proposal to treatment to script.
Course Prerequisite(s): DFVA105

DFVA202 Digital Cinematography (3 credits)
Explores various cameras, lighting techniques and styles used in digital filmmaking and video production. Discussions will cover advanced concepts and principles of camera operation, camera movement, use of lenses, composition and lighting techniques.
Course Prerequisite(s): DFVA123

DFVA203 Intermediate Editing (3 credits)
Students will learn to utilize creative problem-solving skills through editing using approach, pace, tone, and rhythm of sequences.
Course Prerequisite(s): DFVA113

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DFVA204 Acting and Directing (3 credits)
Develops students' understanding of the role and responsibilities of a director and their role in helping actors bring characters to life.
Course Prerequisite(s): DFVA107

DFVA205 History of Film and Media (3 credits)
Focuses on the history of film and media, with the goal of delivering a clear outline and analysis of its key developments and innovations.
Course Prerequisite(s): None

DFVA208 Media Business Practices (3 credits)
Addresses basic business theory and practices for the media professional, as well as key legal requirements for artistic industries.
Course Prerequisite(s): None

DFVA212 Broadcast Graphics I (3 credits)
Students study the nature and attributes of motion and broadcast graphics and learn to generate, select, and manipulate still and motion graphics for broadcast and other media delivery.
Course Prerequisite(s): DFVA113

DFVA213 Studio Production (3 credits)
Focuses on broadcast studio operation, live production, studio management, lighting, crew, and sound. Students will also explore the theoretical basis of the electronics behind the equipment needed for studio production.
Course Prerequisite(s): DFVA202

DFVA214 Scriptwriting (3 credits)
A presentation of the professional scriptwriting process, from pitching, through treatment, and the development process to final draft.
Course Prerequisite(s): DFVA201

DFVA222 Broadcast Graphics II (3 credits)
Reinforces compositing concepts, techniques and vocabulary acquired in Broadcast Graphics I and introduces more sophisticated tools and techniques.
Course Prerequisite(s): DFVA212

DFVA223 Intermediate Audio (3 credits)
Explores the various methods and techniques for digital sound composition and design. Students will focus on using digital sound systems and manipulating sound elements for intended effects in media content.
Course Prerequisite(s): AUDA101

DFVA233 Electronic Field Production (3 credits)
Students will learn video field production in two styles: Electronic News Gathering and Electronic Field Production.
Course Prerequisite(s): DFVA213

DFVA303 Multi-Camera Production (3 credits)
Students work together as a team to produce in-studio and/or remote multi-camera productions of live performances.
Course Prerequisite(s): DFVA213

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DFVA306 Internship (3 credits)
Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. The students will gain the experience they need to enter the field when they graduate.
Course Prerequisite(s): Permission of the Academic Chair

DFVA307 Media Theory and Criticism (3 credits)
Introduce students to the major theories used to analyze various media, including film, television and audio.
Course Prerequisite(s): DFVA205

DFVA308 Media Delivery Systems and Distribution (3 credits)
Addresses the end part of digital filmmaking and video production—delivery and distribution. Students will study a variety of delivery methods and systems and determine the advantages and limitations of each. They will also examine the relationship between delivery systems and distribution methods and evaluate the relative efficiency, cost, and effectiveness of each.
Course Prerequisite(s): DFVA353

DFVA309 Portfolio I (2 credits)
This course prepares students for the transition to the professional world. This course will prepare students for the industry by helping them compile a portfolio. Students will demonstrate their conceptual, design, craftsmanship, and other skills as they assemble and refine their portfolio projects. Working individually with an instructor, each student will select representative projects showcasing work that reflects a unique style and developing them further as needed. Particular emphasis is placed on identifying short- and long-term professional employment goals, industry and professional related resources and portfolio development strategies.
Course Prerequisite(s): Permission of the Academic Chair

DFVA313 Sound Design (3 credits)
Explores the various methods and techniques for digital sound composition and design in film and video.
Course Prerequisite(s): DFVA223

DFVA316 Media Production Workshop (3 credits)
Working in production teams, students in this workshop class will deal with real clients, typically representatives of non-profit organizations. Guided by a faculty, students interview the client to determine expectations and work in a team to design and produce the media content for an intended delivery system.
Course Prerequisite(s): DFVA323

DFVA323 Short Media Production (3 credits)
Discusses short form as a genre of media production and its features in subject matter and style. Students learn to produce short-form news, information, or dramatic content for multiple delivery platforms.
Course Prerequisite(s):   DFVA233

DFVA332 Senior Project Preparation (3 credits)
Initiates a multi-quarter, comprehensive project which will be integral to students' final portfolios. With department approval, students will employ their cumulative skills to pre-produce a digital film in a chosen genre.
Course Prerequisite(s): Permission of the Academic Chair

DFVA333 Senior Project Production (3 credits)
This course continues the three-quarter long comprehensive project begun in Senior Project Preparation. Students will employ cumulative skills to produce a significant, sophisticated, digital film in a chosen genre. Projects will be carried out individually or in groups based on the needs of the class as determined by the instructor.
Course Prerequisite(s): DFVA332

DFVA343 Advanced Editing (3 credits)
Using advanced editing methods, this course focuses on processing audio and video elements in media content and organizing such content for total effect and final delivery.
Course Prerequisite(s): DFVA203

DFVA353 Compositing for Digital Film (3 credits)
Students in this course learn the concepts, techniques, and vocabulary of compositing. Students apply rotoscoping, match moving, keying, layering to finalize their multiple-source projects.
Course Prerequisite(s): Permission of the Academic Chair

DFVA403 Senior Project Post Production (3 credits)
This course concludes the three-quarter long comprehensive project begun in Senior Project Preparation and created in Senior Project Production. Students will employ cumulative skills to post-produce a significant, sophisticated digital film in a chosen genre.
Course Prerequisite(s): DFVA333

DFVA409 Portfolio II (2 credits)
This course aims to prepare students for entry-level employment within the industry by assisting them with the development and presentation of a professional portfolio that reflects the stated exit competencies. Students will demonstrate an advanced skill-set in areas as process, conceptual thinking, design, craftsmanship, and other skills, as projects are refined and assembled into a cohesive, comprehensive body of work. Particular emphasis will be placed on identifying short- and long-term professional employment goals, industry and professional related resources and standards, portfolio development and presentation strategies.
Course Prerequisite(s): DFVA309

ECOA108 Economics (4 credits)
This course introduces the basic topics of major microeconomic and macroeconomic problems.
Prerequisite(s): Director or Coordinator Approval Required

ESLA001: Intensive English (9 credits).
This course is primarily designed for International Students who lack English Proficiency. The course is constructed to develop academic language skills for English Language Learners. This course meets 20 hours per week. This is a non-credit course designed to provide mastery of the English Language for those in a university setting. Furthermore, the goal is to help the student prepare for the college level English Composition I course. The course has five levels of proficiency and the student must pass the ACT Compass Test at Level 5 or a score of "4" on the WritePlacer portion of the English Accuplacer test to move into English Composition I.
Prerequisite(s): ACT Compass Placement Test Scores

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ENCA008 English as a Second Language (ESL) Program (0 Credits):
The ESL Program offers classes for those who wish to improve their everyday English communication skills or enhance their command of English. Classes are designed for students at a basic level of proficiency.. All four language skills: listening, speaking, reading, and writing will be addressed with an emphasis on the skills needed to travel or live in English-speaking communities.This course does not fulfill degree requirements or count towards college credit.
Prerequisite (s): None

ENCA010 Developmental English II (4 credits)
This course is designed to enhance skills in grammar, mechanics, spelling, sentence structure, and other fundamentals of writing. The goal is to help the student prepare for the college level Composition course by providing an understanding of paragraph form and the parts of the standard, multi-paragraph essay. Students must pass the the placement test with a "5" or better in order to advance to English Composition I (ENCA101). This course is does not fulfill degree requirements or count towards college credit. Students must obtain a grade of "C" or higher to pass Developmental Courses. If a student does not pass Developmental Courses after three attempts, the student will be academically terminated.
Prerequisite(s): None

ENCA099 Developmental English I (4 credits)This is a non-credit course designed to provide mastery of basic grammar and sentence skills. The objective of the course is to reinforce and build skills in word usage, grammar, mechanics, sentence structure, spelling, and other fundamentals of writing. Students must pass the course with a grade of C or better in order to advance to Developmental English II (ENCA010). This course does not fulfill degree requirements or count towards college credit. Students must obtain a grade of "C" or higher to pass Developmental Courses. If a student does not pass Developmental Courses after three attempts, the student will be academically terminated.
Prerequisite(s): None

ENCA101 English Composition I (4 credits)
The focus of this required course is effective written communication through student mastery of the expository essay form. To this end, a significant amount of class time is spent on writing. The learning process includes discussing, reviewing, and practicing the evolution of main and subordinate ideas, development and structure, rhetorical strategies, organizational approaches, interpretive modes, and essay analysis. This course fulfills 6,000 words of the Gordon Rule requirement.
Prerequisite(s): Satisfactory Placement Test Scores

ENCA102 English Composition II (4 credits)
This required course builds upon the student's essay-writing abilities and moves into the realm of the research paper. The student will develop library and electronic media research skills resulting in an integrative, MLA documented, research paper. Additionally, the student will have the opportunity to learn the essentials of the literary analysis paper. This course fulfills 6,000 words of the Gordon Rule requirement.
Prerequisite(s): ENCA101

ENCA204 Business and Technical Writing (4 credits)
This course concentrates on the analysis and development of business and technical writing skills. It covers the creation process and actual writing of technical manuals, business reports, proposals, and business correspondence.
Prerequisite(s): ENCA102

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ENCA206 Elements of Copywriting (4 credits)
This course covers the basic elements of print and electronic media copywriting. Specific coursework focuses on headline writing, slogan development, ad preparation, press releases, brochures, product description, sales and telemarketing scripts, Web site editing, and written and oral presentation formats.
Prerequisite(s): ENCA102

ENGA201 Creative Writing (4 credits)
This is a course in expository and creative writing, including the development and revision of paragraphs and essays using advanced rhetorical strategies; reading and discussion of selected essays, short stories and poems; and production of poems and fiction. This course is designed to stimulate the imagination and to hone the student's writing skills.
Prerequisite(s): Director or Coordinator Approval Required

ENGA202 Critical Writing in the Arts (4 credits)
This course is an introduction to contemporary critical theories from new criticism to cultural studies as part of the practice of writing about literature and the arts (fine arts, film, fashion, interior design, animation, and so on). The course will explore art criticism as well as various forms of academic and non-academic essays, editorials, articles, and features.
Prerequisite(s): ENCA102

ENGA203 English Literature and Writing (4 credits)
This course refines writing skills and focuses on improving analytical and interpretive abilities through a survey of American and English literary traditions, including selected novels, poetry, nonfiction, essays, and plays. Each quarter will focus on a different era, including Victorian, Modern, and Post-Modern literature.
Prerequisite(s): Director or Coordinator Approval Required

ENGA205 Selected Topics in Writing (4 credits)
This course builds skills in analytical writing and critical thinking by utilizing special topics in the arts and critical theory. Prerequisite(s): ENCA102

ENGA207 American Literature (4 credits)
This course focuses on improving literary analytical and interpretive abilities while exposing the student to a wide range of American language literary traditions, including selected novels, short stories, poetry, plays, and nonfiction.
Prerequisite(s): ENCA102

ESLA001: Intensive English (9 credits).
This course is primarily designed for International Students who lack English Proficiency. The course is constructed as to develop academic language skills for English Language Learners. This course meets 20 hours per week. This is a non-credit course designed to provide mastery of the English Language for those in a university setting. Furthermore, The goal is to help the student prepare for the college level English Composition I course. The course has five levels of proficiency and the student must pass the Accuplacer Test with a score of 5 or higher to move into English Composition I.
Prerequisite(s): Accuplacer Placement Test Scores

FADA103 Textile Fundamentals (3 credits)
Students study textiles exploring natural and manufactured fibers, structure, production, uses, and characteristics.
Prerequisite(s): None

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FADA111 Survey of the Fashion Industry (3 credits)
This course is an overview of the fashion industry, examining how garments are designed, created, produced and marketed.
Prerequisite(s): None

FADA207 Early History of Fashion (3 credits)
Students study evolution of garments and accessories from the ancient Egyptians through the French Revolution.
Prerequisite(s): None

FADA208   Trends and Forecasting (3 credits)
The course focuses on the study of trends, trend forecasting, demographics and social issues that affect fashion.
Prerequisite(s): FADA217

FADA217 Modern History of Fashion (3 credits)
Students study evolution of garments and accessories from the French Revolution to the present.
Prerequisite(s): None

FADA301 Tailoring Techniques I (3 credits)
This course focuses on design room practices of making coats and suits. It includes construction, assembling, and finishes for tailored garments.
Prerequisite(s): FASA273 and FASA283

FADA305 Computer Grading/Patternmaking (3 credits)
This course continues the development of pattern making working on basic blocks to generate computerized patterns, digitizing grading and marker making in a technology based environment. The emphasis is on connecting traditional techniques to modern methods, understanding the apparel industry production process.
Prerequisite(s): None

FADA308 Fundamentals of Business (3 credits)
This course is structured to investigate the wide ranges of both traditional and emerging business topics and considerations, preparing students as they transition into a media and design profession. Concepts of professionalism, expected business needs, an understanding of self-marketing, proposals and project management, and intellectual property and contractual issues will be addressed.
Prerequisite(s): None

FADA312 Sourcing and Technical Design (3 credits)
Through a variety of in-depth research and analysis, students create computer generated production package consisting of costing analysis, size specification, construction standards, sourcing materials and production methods, detailed front and back flats.
Prerequisite(s): GWDA103

FADA315 Knitwear Design (3 credits)
Students will use their own designs to develop patterns and construct knitwear styles using specialized industrial machines.
Prerequisite(s): FASA273 and FASA283

FADA317 Sourcing Textiles (3 credits)
An examination of the process for researching domestic and international sources of supply in the apparel industry. Emphasis is placed on the impact of trade policies and the structure in place that regulate the flow of merchandise in the global market place.
Prerequisite(s): None

FADA323 Grading, Marking and Cutting (3 credits)
This course continues the development and understanding of pattern making skills with a focus on grading and marker making. Students work from basic sloppers and specs that are graded and placed on different types of markers. Basic spreading and cutting room functions are covered.
Prerequisite(s): FASA273 and FASA283

FADA408 Apparel Product Management (2 credits)
Students apply product development and management principles using current industry software. Emphasis is on creating garment information and specifications at different stages of development. Technical style packages are created that are production ready.
Prerequisite(s) FASA125 Fashion Design II

FADA417 Computerized Textile Design (3 credits)
This computer-aided design course will focus on the elements of fabrication and how they relate to total fabric performance. Emphasis is on determining suitable fabric in apparel design. Students will have the opportunity to learn to develop prints and woven patterns with the use of industry specific software developing original prints and patterns within a seamless repeat, and creating a seasonal collection of color coordinate designs.
Prerequisite(s): CGSA202

FADA418 Licensing (2 credits)
Students will be introduced to the production process for licensed products. Taking a product to market, licensing agreements and contracts will be studied.
Prerequisite(s): None

FADA426 Advanced Portfolio Development (3 credits)
Students will demonstrate their conceptual designs and craftsmanship skills as they assemble and refine their portfolio following industry standards. Working individually with their instructor, each student will create a minimum of six collections showcasing their individual style. Designs of their Collection class will be incorporated into their portfolios.
Prerequisite(s): FADA427
Corequisites: FADA428 and FADA436

FADA427 Haute Couture Techniques (3 credits)
This course will focus on different Couture Sewing Techniques. Students will research techniques and embellishments used in Couture and produce a garment. Emphasis will be placed on; fabric selection, proper cutting techniques, inner construction methods, fitting and finishing details.
Prerequisite(s): FASA273 and FASA283

FADA428 Collection (3 credits)
This course is part of the Capstone Project. Students work simultaneously on their portfolio and their final collection. The collection will focus on the area of design they want to pursue. Emphasis is placed on market research, presentation, development and production of their final collection.
Prerequisite(s): FADA427
Corequisites: FADA426 and FADA436

FADA436 Internship (3 credits)
Students will work with industry professionals to acquire practical work experience within their field of interest. Emphasis is placed on completing work projects with professionalism and the importance of ethical standards
Prerequisite(s): FADA427
Corequisites: FADA428

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FASA101 Jewelry Design I (3 credits)
Basic processes used in the design of jewelry are covered in this course. Students will be able to construct and assemble simple jewelry pieces in copper, brass and silver using tools and equipment.
Prerequisite(s): FASA103

FASA102 Jewelry Design II (3 credits)
Students are required to use their knowledge from Jewelry Design I to focus on new jewelry techniques and students will design a jewelry collection influenced by current fashion trends that would be salable in today's market.
Prerequisite(s): FASA101

FASA103 Fashion Illustration for Jewelry Design (3 credits)
Students will have the opportunity to learn to render the basic jewelry design to the technical drawings used in this industry. Emphasis is placed on materials and textures for clarity in line designs.
Prerequisite(s): None
FASA104 Public Relations I (3 credits)
Students will have the opportunity to learn how to communicate an organization's philosophy and goals to its various publics, such as stockholders, employees, customers, and the community. Strong emphasis is placed on developing and understanding public relations programs within the fashion industry.
Prerequisite(s): None

FASA105 Fashion Design I (3 credits)
Students become aware of how to develop their creative inspirations into imaginative and marketable designs. The course explores the basics of colors, fabrics, and silhouettes. The course is conducted as though the students are actual members of a design team.
Prerequisite(s): FASA155

FASA106 Fashion Show Production (3 credits)
In this course, students study the wholesale, retail, video, and television production of fashion shows. The responsibilities of the show director and coordinator are explored as students assist in fashion events, starting with the initial theme and culmination in the actual production. The basics of professional runway and print modeling are examined.
Prerequisite(s): None

FASA107 Gemology (3 credits)
Students are taught the properties and characteristics of various types of gemstone types and their properties and characteristics. Students will have the opportunity to learn different types of cuts for precious and semi-precious stones used in the industry and the wholesale market.
Prerequisite(s): None

FASA108 Management I (3 credits)
Students will have the opportunity to learn basic business management through the examination of business models, case studies and environmental scanning. Techniques and approaches useful in solving management, leadership and motivational issues are also analyzed.
Prerequisite(s): None

FASA113 Construction I (3 credits)
This course introduces students to basic tools and construction techniques used in the fashion industry. The classroom is conducted as a sample room utilizing industrial equipment.
Prerequisite(s): None
Corequisites: FASA133

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FASA114 Public Relations II (3 credits)
This course provides the students with hands-on opportunities to produce press releases and other media essential elements along with strategic interpretation and planning skills necessary within the fashion industry. The final project is the production of a comprehensive press kit, which becomes an important part of their portfolio.
Prerequisite(s): FASA104

FASA116 Visual Merchandising I (3 credits)
In today's retail environment, visual merchandising plays an important role in establishing, promoting and enhancing a store's image, with the purpose of increasing sales. In this course, students develop an understanding of basic visual merchandising theory and concepts essential to developing effective presentations and displays.
Prerequisite(s): None

FASA118 Retail Marketing (3 credits)
In this course, students develop an understanding of most aspects of retail marketing. Theories and concepts are developed as well as analysis of specific issues related to operations.
Prerequisite(s): FASA108

FASA123 Construction II (3 credits)
In this course, students continue to develop an understanding of construction techniques. Projects are assigned to further refine those skills.
Prerequisite(s): FASA113
Corequisites: FASA143

FASA125 Fashion Design II (3 credits)
This course emphasizes the skills and talents required to become a creative and successful designer. Students are taught the intricate interrelationship between fabrics, colors, and designs with focus on obtaining the necessary foundation to develop a collection of garments.
Prerequisite(s): FASA105

FASA126 Visual Merchandising III (3 credits)
This course depends upon student participation in class, and in groups, where they learn how to work together successfully as a team. In addition, basic aesthetic and organization of portfolio design are covered for future development. The course culminates in the planning and installation of a fashion window based on fashion trends.
Prerequisite(s): FASA217

FASA128 Sales Promotion I (3 credits)
This course introduces students to all the elements of the marketing mix and enhances the ability to promote and sell products and services.
Prerequisite(s): None

FASA133 Patternmaking and Draping I (3 credits)
This course is an introduction to basic patternmaking methods, tools and terminology used in the fashion industry. Students will gain an understanding of drafting, flat pattern and draping techniques.
Prerequisite(s): None
Corequisites: FASA113

FASA135 Fashion Illustration II (3 credits)
In this advanced course of fashion illustration, students will further their knowledge of the female fashion figure as well as other types of croquis like, male and children. This course will go through different fabrics, from textures to prints. Students will also explore the different marker techniques as well as the development of composition..
Prerequisite(s):FASA155

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FASA138 Sales Promotion II (3 credits)
This course further develops and identifies the ultimate promotional objectives and the functionality and implementation of the marketing mix.
Prerequisite(s): FASA128

FASA143 Patternmaking and Draping II (3 credits)
This course continues the development of patternmaking and draping skills as more advanced techniques are introduced.
Prerequisite(s): FASA133
Corequisites: FASA123

FASA145 Fashion Trends I (3 credits)
In this course the student studies the past and current designers who have made a mark on the fashion industry. The current fashion trends are studied and followed from the fashion capitols of the world. Emphasis is given to the trade trend reporting services as well as fashion newsletters and videos of the market shows. There is participation in fashion activities through this class.
Prerequisite(s): None

FASA148 Management II (3 credits)
This course will develop management and leadership skills that are necessary to manage a workforce. Major topic areas include the following: organizational skills, delegation, communication, goal setting, measurement and evaluation of performance, stress management, finance and training.
Prerequisite(s): FASA108

FASA153 Fabrics and Textiles I (3 credits)
In this course, students study the development of fabrics from their raw state as fibers to their finished state as clothing. The properties of fabrics are stressed in terms of their physical and aesthetic qualities. Lab work is enhanced by reference to and study of the University's extensive fabric resources.
Prerequisite(s): None

FASA155 Fashion Illustration I (3 credits)
In this introductory course to fashion drawing for design students, the student will have the opportunity to learn to develop a croqui or a fashion figure. The student will have the opportunity to learn how to properly dress the figure utilizing the style lines and begin to use markers as a technique to color their designs with the proper properties of light and shadows.
Prerequisite(s): None

FASA158 International Retailing (3 credits)
This course teaches the students to explore the global retail industry. Emphasis is placed on foreign markets and how they are affected by the sociological, economic and cultural differences. Current analysis and case studies are used to develop critical thinking skills
Prerequisite(s): FASA118

FASA163 Patternmaking Techniques for Accessory Design (3 credits)
This course will give students a comprehensive view of patternmaking techniques for the accessory designer. Students will learn to create patterns from a first pattern through complete production patterns. The primary focus will be on patternmaking for handbags, belts, and small leather goods. Upon completion of this course students will have learned the basic techniques and processes of patternmaking for the above stated categories
Prerequisite(s): None
Corequisite(s): FASA173

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FASA173 Construction Techniques for Accessory Design (3 credits)
Students will learn the basic construction techniques specific to the Handbag and Accessory Designer. This course will feature an emphasis on traditional construction techniques and an introduction to the use of sewing machines and related equipment. The primary focus of the course will be to establish the student's proficiency in sewing, and basic construction techniques.
Prerequisite(s): None
Corequisite(s): FASA163

FASA203 Patternmaking and Draping III (3 credits)
Students are introduced to patternmaking and draping methods for sleeves, collars and tailored jackets.
Prerequisite(s): FASA143
Corequisites: FASA223

FASA205 Fashion Design III (3 credits)
Students will combine and develop their creative ideas into designs that are marketable and sellable. Students will use current terminology and technology. Students will apply the necessary foundation to develop a collection and be successful designers.
Prerequisite(s): FASA125 and FASA225

FASA206 Styling I (3 credits)
Students will have the opportunity to learn the fundamentals of fashion styling including editorial styling, retail styling and personal shopping. Terminology, composition, and editorials are also examined.
Prerequisite(s): None

FASA208 Advertising for Fashion II (3 credits)
In addition to building upon the advertising fundamentals, this course will challenge the student's comprehension of lessons learned in previous advertising chapters and other marketing communication disciplines through immersion in a real life agency situation. A comprehensive project allows students to demonstrate their individual, creative, critical thinking, management and marketing skills.
Prerequisite(s): FASA258

FASA209 Portfolio (3 credits)
In this course students showcase their best collections based on their style. Focus is placed on their development and presentation of their designs. The portfolio also includes a resume and business cards as part of their professional presentation
Prerequisite(s): None

FASA212 Illustration for Footwear Design (3 credits)
Students will have the opportunity to learn the basic illustration technique specific to the footwear designer. This course will feature an emphasis on traditional materials and an introduction to the use of new media. The primary focus of the course will be to establish the student's proficiency in drawing, design, and presentation. This course will be a realistic approach into the shoe industry from concept to factory needs and manufacturing logistics.
Prerequisite(s): None

FASA215 History of Fashion I (3 credits)
This course traces the evolution of garments and accessories from prehistoric times to the modern era. Special emphasis is placed on awareness and understanding of the aesthetic, religious, sociological and geographical reasons for the various body adornments as well as how clothing and accessories from previous times reappear in adapted versions in later times.
Prerequisite(s): None

FASA216 Styling II (3 credits)
This advanced course examines photo styling by observing the roles and responsibilities of assistants and stylists, from shopping and prepping merchandise to actual photo layouts based on a fashion storyline. The student will also be able to build a strong marketable styling portfolio.
Prerequisite(s): FASA206

FASA217 Visual Merchandising II (3 credits)
Visual Merchandising II applies the basic concepts of design to create effective displays. Students gain insight into the basics of store planning and analyzing actual floor plans and symbols. In addition, they focus on developing a visual presentation for a new product.
Prerequisite(s): FASA116

FASA218 Fashion Buying for Design (3 credits)
This course focuses on a practical understanding of the current retail environment, the needs of fashion buyers and their target customers. Students will view designs from a buyer's perspective by learning their numerical planning and pricing techniques. They will price their own designs based on industry markup principles and target market research.
Prerequisite(s): MATA101 or MATA115

FASA219 Portfolio (3 credits)
Students put together their portfolio for presentation to employers combining digital imaging with their illustrations. They use their specialization in the Accessory Design field to showcase their work.
Prerequisite(s): FASA232 and FASA272

FASA222 Footwear Design (3 credits)
Students will have the opportunity to learn a basic history of Footwear Design. The course will place emphasis on the design and the components used in footwear styles including an understanding of the classifications. Current designers, trends, and market analysis will be covered.
Prerequisite(s): FASA163 and FASA173 and FASA212

FASA223 Construction III (3 credits)
This is an introductory course to tailoring techniques used in the fashion industry.
Prerequisite(s): FASA123
Corequisites: FASA203

FASA225 Fashion Illustration III (3 credits)
Using all the techniques taught in Fashion Illustration I and II, the students will explore the use of different mediums, like charcoal, and gouache, as they develop different styles and techniques in illustrating the fashion figure. The students will also draw croquis, paying close attention to the interplay between body movement, fabric, lighting and while take into consideration composition.
Prerequisite(s): FASA125 and FASA135

FASA228 Fashion Buying I (3 credits)
In this course, students will develop an understanding of the creative and analytical abilities that successful buyers need through "real world" projects focusing on visual perception, aesthetics, basic retail math and the market research needed to target and satisfy fashion customer needs.
Prerequisite(s): MATA115 and FASA258

FASA229 Portfolio (3 credits)
In this course students develop a professional portfolio with their projects concentrating on their career goals. Working individually with their instructor they focus on their strengths and work on their presentations that will be used for interviews in the fashion industry. They will prepare a current and professional resume along with interview techniques and job research. The final work will be critiqued by industry and faculty professionals.
Prerequisite(s): FASA216 and FASA126
Corequisites: FASA248

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FASA232 Footwear Design and Construction (3 credits)
Students analyze the designs of shoe styles with functionality. They continue to develop patternmaking skills for the design of their collection.
Prerequisite(s): FASA222

FASA233 Construction IV (3 credits)
Sewing techniques used in the couture industry are introduced to the students. Garment construction standards with strong emphasis on detail in hand stitches, finishes, embellishments and fit are stressed.
Prerequisite(s): FASA223 and FASA105
Corequisites: FASA234

FASA234 Patternmaking and Draping IV (3 credits)
In this course, students further enhance their competency in the creation of patterns using couture techniques. Working with their project in their Construction IV class, they perfect their couture design
Prerequisite(s): FASA203 and FASA105
Corequisites: FASA233

FASA235 History of Fashion II (3 credits)
Students study the development of clothing from ancient times to modern, and the silhouette reflected through the eyes of the designer.
Prerequisite(s): FASA215

FASA238 Business Policy I (3 credits)
This course provides students with the concepts and fundamentals needed in today's global business environment. It stimulates strategic thinking related to the fundamentals of decision making and the generation of desired outcomes
Prerequisite(s): FASA108

FASA242 Handbag Design (3 credits)
Students will have the opportunity to learn the basic design techniques specific to the Handbag Designer. This course will feature an emphasis on traditional materials and an introduction to the use of digital media. The primary focus of the course will be to establish the student's proficiency in creative conceptualization, research, design evolution and presentation, a general understanding of handbag construction, as well as knowledge of the different markets within the industry.
Prerequisite(s): FASA163 and FASA173 and FASA262

FASA243 Fabrics and Textiles II (3 credits)
This course continues the study of fabric construction techniques and design. Students research current fabrics trends and study which fabrics are best suited for particular styles.
Prerequisite(s): FASA153

FASA245 Fashion Trends II (3 credits)
This is an in-depth study of fashion terminology, videos and trend reports, enabling the student to acquire the skills and knowledge needed to become competent in adapting these trends and the correct terminology to the retail world. Focus is also placed on developing good presentation skills, both oral and visual.
Prerequisite(s): FASA145 and ENCA102

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FASA248 Fashion Buying II (3 credits)
The emphasis of this course is on further implementation of buying skills that include predicting, planning, purchasing and promoting the student's choice of fashion merchandise
Prerequisite(s): FASA228 and FASA216 and FASA126
Corequisites: FASA229

FASA252 Belt Design (3 credits)
Students explore the belt from an accessory item to a functional item for dress. Students will have the opportunity to learn to design and make belts for today's trends.
Prerequisite(s): FASA163 and FASA173

FASA255 Fashion Trends III (3 credits)
This course implements fashion knowledge of color, silhouettes and fabric trends. It simulates the business of trend forecasting as a company using the aspects of trend research to formulate and forecast future global trends.
Prerequisite(s): FASA245

FASA256 Menswear Design (3 credits)
Introduces the students to the many processes involved in the design of menswear. Students develop and use their knowledge gained in Patternmaking and Construction to complete their final garment focused on current trends.
Prerequisite(s): FASA273 and FASA283

FASA258 Advertising for Fashion I (3 credits)
This course provides the student with a fundamental understanding of advertising as a dynamic business and communication process including the role it fulfills within a firm's overall marketing and communications programs. Advertising research methodologies and creative development processes are examined and applied toward the development of a final fashion directed project.
Prerequisite(s): None

FASA262 Fashion Illustration for Belts, Hats, and Handbags (3 credits)
This illustration class emphasizes the techniques used to design belts, hats and handbags both in the creative view and in the technical drawing.
Prerequisite(s): None

FASA263 Computerized Patternmaking (3 credits)
This course introduces the student to computerized patternmaking software and hardware used in the Fashion Industry. Emphasis will be in the use of different menus and its options to manipulate and create patterns.
Prerequisite(s): FASA203

FASA272 Handbag Design and Construction (3 credits)
Students will have the opportunity to learn the basic construction techniques specific to the handbag designer. Course will feature an emphasis on traditional materials and an introduction to the use of tools and machinery. The primary focus of the course will be to establish the student's proficiency in realization of designs from the pattern through finished presentation of handbags of their own styling.
Prerequisite(s): FASA252

FASA273 Advanced Patternmaking and Draping (3 credits)
In this course, students apply the knowledge gained during their previous courses in patternmaking and draping to create an original design.
Prerequisite(s): FASA234
Corequisites: FASA283

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FASA282 Hat Design (3 credits)
The student has the opportunity to learn the basics of hat design from putting their ideas on paper to completing the pattern, making the form and converting these techniques to the actual design. General hat industry vocabulary, hat history, and current hat market trends are covered.
Prerequisite(s): FASA163 and FASA173 and FASA262

FASA283 Advanced Construction (3 credits)
Each student is required to use their own design idea to complete a garment. Emphasis will be placed on the fit and production of a garment using industry standards.
Prerequisite(s): FASA233
Corequisites: FASA273

FL4515 Multi-Media Law (3 credits)
This course offers a survey of legal issues facing professionals in the motion picture, music, and multimedia industries, including intellectual property concerns, First Amendment, and contract law.
Prerequisite(s): None

FMDA302 Product Development I (3 credits)
This course introduces the concepts and methods of the product development process. It follows a branded or private label product line from concept to production and into product placement. Students will begin to develop products from industries that include apparel, accessories, home, and the beauty industry.
Prerequisite(s): None

FMDA304 Fashion Magazines (3 credits)
This course focuses on learning about the internal operations and production of fashion magazines. Students will examine traditional and electronic magazine composition, photo shoots, and marketing techniques, along with an examination of the ethical and legal issues associated with publishing.
Prerequisite(s): FASA104 and FMDA308

FMDA307 Consumer Behavior (3 credits)
This course will provide students with an understanding of the fundamental relationships between consumers and the fashion industry. Students will have the opportunity to learn about consumer attitudes, motivation and other buying influences
Prerequisite(s): None

FMDA308 Electronic/Direct Marketing (3 credits)
The course presents a comprehensive overview of direct marketing for the fashion industry. Emphasis is placed on the strategic planning skills needed to merchandise, target, test and analyze results of traditional and electronic methodology. Students are then required to create a direct marketing campaign.
Prerequisite(s):FASA138

FMDA314 Creative Fashion Presentation (3 credits)
Students will have the opportunity to learn how to research, analyze and predict fashion and business trends in the fashion industry.

FMDA318 Introduction to Cosmetics and Fragrance (3 credits)
This course gives students an overview of the cosmetics and fragrance industries. Students will become familiar with manufacturers, marketing strategies, trade associations and trade publications. Students will have the opportunity to learn the terminology, product knowledge and application techniques in retail. This course provides an outlook on all opportunities in the cosmetics and fragrance fields.
Prerequisite(s): None

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FMDA402 Product Development II (3 credits)
Students will further apply product development knowledge to develop a branded or private label product from concept to production and into retail placement.
Prerequisite(s): FMDA302

FMDA404 Effective Communication for Fashion (3 credits)
This course provides the student with the framework to develop and enhance their own style of public speaking in the fashion industry. Students will prepare and deliver persuasive speeches by examining idea selection, content organization, word choice, voice inflection, body language and audience analysis.
Prerequisite(s): COMA112 and ENCA102

FMDA406 Success Seminar (3 credits)
This course focuses on professionalism in the fashion industry. A professional resume and merchandising portfolio are developed and presented. Students also explore current career opportunities and prepare for interviews
Prerequisite(s): FASA229

FMDA408 Small Business Management (3 credits)
The fundamentals of small business management is introduced and analyzed. A comprehensive business plan will be developed after students select a form of business organization, and determine size, scope and location. Administration, financial planning and profit-making techniques will also be discussed.
Prerequisite(s): FASA108

FMDA409 Internship (4 credits)
Students will work with industry professionals to acquire practical work experience within their field of interest. Emphasis is placed on completing work projects with professionalism and the importance of ethical standards.
Prerequisite(s): None
Corequisites: FMDA406

FMMA101 Introduction to Retailing (3 credits)
Students will be introduced to all major retailing topics involving both large and small retailers, brick and mortar retailers, E-commerce, direct marketers and their combinations. Topics to be discussed will include consumer behavior, information systems, store locations, operations, human resource management, customer communications, computerization and integrating and controlling the retail strategy in the twenty-first century. Careers in retailing will also be discussed.
Prerequisite(s): None

FMMA103 Survey of Manufacturing and Product Development (3 credits)
This course introduces students to manufacturing processes. Students develop a working knowledge of terms, methods, and an understanding of production operations. By the end of the course, students are able to apply these concepts to their own uses. Students study various production-time and quality-assurance methods. Participation facilitates students in generating decisions in production operations.
Prerequisite(s): None

FMMA104 Sales Promotion (3 credits)
This course is a workshop in which students design and prepare a sales and promotion package. Students will thoroughly explore the process of crafting a marketing and sales promotion that is carefully targeted and positioned to reach the goal of generating sales. Students will explore various presentation methods including multi-media formats, and practice techniques for overcoming objections to achieve targeted results.
Prerequisite(s): ADVA204

FMMA201 Merchandising Math (3 credits)
A survey of quantitative skills necessary for merchandise planning in the wholesale and retail business environment.
Prerequisite(s): None

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FMMA202 3D Visual Merchandising I (3 credits)
This course will provide you with an introduction to concepts relating to basic space planning. Through a combination of lectures, real world case study analysis, and hand-on exercises using virtual 3D space planning software, you will complete the course having a solid foundation of space planning fundamentals.
Prerequisite(s): FNDA135

FMMA203 Event and Fashion Show Production (3 credits)
The student will be introduced to a range of skills, needed to produce a successful store event or fashion show. During this course, the student will gain insight into the role of creative and technical experts involved with the runway, backdrop, special effects and lighting, music, models and choreography, hair and make-up and video teams.
Prerequisite(s): FNDA135

FMMA208 Finance Principles (3 credits)
This course introduces the nature and purpose of financial principles, presents the accounting cycle, and explains how to comprehend and analyze year end income statements.
Prerequisite(s): FADA308

FMMA211 Retail Buying (3 credits)
This course provides a foundation for the study of retail buying. Theories are analyzed through the study of merchandise classifications and the calculation of open-to-buys.
Prerequisite(s): FMMA201

FMMA212 3D Visual Merchandising II (3 credits)
In this course you will study principles of store design with an emphasis on psychological motivation. Using 3D visual merchandising software you will practice store simulations, lighting scenarios, strategic product placement, and use of scenery and special effects to support merchandise.
Prerequisite(s): FMMA202

FMMA218 Human Resource Management (3 credits)
This course is designed to provide an overview and foundation for all facets of human resource management. Topics will include job design, labor relations, recruitment, selection and development of employees, compensation administration, employee appraisal, and government regulations involved with equal employment opportunity, affirmative action, accommodations, Fair Labor Standards Act, and workplace safety. The strategic aspect of human resource management will be explored in depth.
Prerequisite(s): FADA308

FMMA221 Merchandise Management (3 credits)
An advanced course in the study of stock control and managing open-to-buys which provides a practicum in buying, utilizing computer spreadsheets for data analysis.
Prerequisite(s): FMMA211

FMMA301 Elements of Retail Logistics and Distribution (3 credits)
This course will explore the process of strategically managing the procurement, movement and storage of materials, parts and finished inventory (and the related information flows) through the organization and its marketing channels with the goal of balancing cost and service requirements in anticipation of demand.
Prerequisite(s): FMMA211

FMMA302 Global Marketing (3 credits)
Students will gain an understanding of global marketing opportunities, problems and strategies that impact the international environment. In addition, students will become knowledgeable about international marketing concepts; cross-cultural sensitivities, political and legal influences, and economic considerations and how these concepts relate to decision making in an international environment.
Prerequisite(s): ADVA307

FMMA303 Apparel Fit and Construction Evaluation (3 credits)
This course is designed for fashion management students to evaluate the equation between quality and cost in garments as well as understanding body measurement points, fit and silhouette analysis. Students should be able to measure garments and identify components and textiles as well as analyze quality of trims, fabrics and construction in relationship to price point.
Prerequisite(s): None

FMMA308 Fashion Business Law (3 credits)
This course includes issues such as: intellectual property, licensing, counterfeiting, commercial operation/expansion (corporation, partnerships, sole proprietorship), selling and buying, employment law, marketing, advertising and promotion, retail leasing, and international aspects.
Prerequisite(s): FADA308

FMMA312 Fundamentals of Fashion Styling (3 credits)
Through visual examples, assignments, and critiques this course introduces students to the field of fashion styling and its relationship to the fashion industry. Through completion of location and studio projects students develop basic requirements to produce contemporary fashion imagery. Students gain experience in how to source clothing and accessories necessary for styling, and they learn to create, to manipulate, and to rework concepts in order to communicate through images.
Prerequisite(s): FADA217

FMMA406 Internship (3 credits)
Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. The students will gain the experience they need to enter the field when they graduate.
Prerequisite(s): Permission of the Academic Chair

FMMA408 Entrepreneurship (3 credits)
Studies explore innovation and rapid change as they relate to the entrepreneur. Discussion includes issues regarding financial, behavioral, organizational, and marketing challenges facing emerging enterprises. Students create a business plan for the start-up of a new fashion-related company, product, or service. Special emphasis is placed on the disciplines of planning that are vital to entrepreneurial success.
Prerequisite(s): ADVA348

FMMA409 Portfolio I (4 credits)
This course prepares students for the transition to the professional world. This course will prepare students for the industry by helping them compile a portfolio. Students will demonstrate their conceptual, design, craftsmanship, and other skills as they assemble and refine their portfolio projects. Working individually with an instructor, each student will select representative projects showcasing work that reflects a unique style and developing them further as needed. Particular emphasis is placed on identifying short- and long-term professional employment goals, industry and professional related resources and portfolio development strategies.
Prerequisite(s): Permission of the Academic Chair

FMMA419 Portfolio and Professional Development (3 credits)
This course will guide students through the process of compiling their work into a final interactive portfolio. It will also stress the importance of professional development and help students complete their initial job search requirements including personal branding.
Prerequisite(s): Permission of the Academic Chair

FNDA105 Design Fundamentals (3 credits)
This introductory course will explore the principles of design, and introduce and develop the creative process. Design elements and relationships will be identified and employed to establish a basis for aesthetic sensitivity and critical analysis. Design will be presented as a tool of communication.
Prerequisite(s): None

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FNDA110 Observational Drawing (3 credits)
This course involves the observation and translation of three-dimensional form into two-dimensional drawings. Starting with simple shapes and progressing to more complex organic forms, students will build skill levels in composition, line quality, through the use of tone light and shadow.
Prerequisite(s): None

FNDA120 Perspective Drawing (3 credits)
This course is a fundamental drawing course where the students will explore various art and media and learn to use a variety of drawing tools with an emphasis on perspective, where the students will draw three-dimensional objects in one-, two-, and three-point perspective.
Prerequisite(s): None

FNDA135 Image Manipulation (3 credits)
In this introduction to raster-based digital image manipulation, students become acquainted with the concepts, hardware, and software, related to digital image acquisition, image editing, manipulation, color management basics, masking, layering, retouching, scanning and output.
Prerequisite(s): None

FNDA150 Digital Color Theory (3 credits)
Introduction to the principles of color and an exploration of color theory as it relates to media.
Prerequisite(s): None

GADA101 Introduction to Game Development (3 credits)
This course introduces students to the game industries. Specifically, it will focus on entry-level employment opportunities and responsibilities, career paths, industry products, and their characteristics. Students explore the production pipeline and industry standard software associated with game development.
Prerequisite(s): None

GADA102 Interactive Storytelling (3 credits)
This course will focus on storytelling including multi-threaded stories with fully realized characters and well developed plots, while considering the audience and thematic elements. Narrative scripting techniques will be used to emphasize characterization and plot. Students will utilize decision trees to create interactive content that supports the storyline.
Prerequisite(s): ENCA101

GADA202 Game Design and Game Play (3 credits)
This course focuses on creating a game design document. Emphasis is on research, brainstorming techniques, critical thinking, drafting and the revision of design documentation.
Prerequisite(s): GADA101

GADA203 Texture Mapping for Games (3 credits)
In this class students will be introduced to the process of creating and working with all applicable textures for game models. Advanced texture creation techniques will be taught and applied. Introduction to a shading network in a 3D Software package and game engine will be explored.
Prerequisite(s): FNDA135

GADA205 Concept Design and Illustration (3 credits)
This course focuses on concept art for games. Students explore the concept design and development process to create several drawings from thumbnail sketches to fully rendered images.
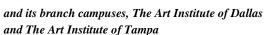Prerequisite(s): MAAA202

GADA212 Level Design (3 credits)
Building on concepts from previous courses, students analyze and extract level design needs. Students develop early stage block tests through finished level.
Prerequisite(s): GADA202

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GADA213 Game Modeling (3 credits)
In this course students will create 3D models for use in a real time environment, emphasizing game specific techniques using industry-standard 3D software.
Prerequisite(s): MAAA213

GADA222 Advanced Level Design (3 credits)
In this course students create advanced level designs using complex assets including: scripts, environments, characters, audio, artificial intelligence, flow, interaction, and game optimization techniques.
Prerequisite(s): GADA212

GADA223 Advanced Hard Surface and Organic Modeling (3 credits)
This course explores advanced modeling techniques used for building organic and hard surface objects and environments. Students will utilize industry standard techniques to produce 3D objects.
Prerequisite(s): MAAA223

GADA233 Material and Lighting for Games (3 credits)
In this course students will apply a variety of engine based lighting and texturing techniques. Lighting for characters and environments will be explored.
Prerequisite(s): MAAA243

GADA243 Programming for Artists (3 credits)
This course introduces basic scripting to extend the capabilities of the artist working in a game engine. Students will be introduced to data structures, constructs, methods, classes, and high level scripting languages as it relates to game development. Functional video game components will be produced utilizing a scripting language.
Prerequisite(s): MAAA232

GADA253 Environmental Modeling (3 credits)
In this course students will create 3D environments for game integration. Topics in this course will include principles of lighting, architectural elements and using industry standard techniques for asset creation.
Prerequisite(s): MAAA243

GADA302 Mobile and Social Game Design (3 credits)
Students will learn to create custom solutions for content delivery on mobile devices by developing web application and device application user interface tools optimized for delivery on mobile devices. Students will work in class with mobile devices to learn needs and restrictions of designing for mobile devices as well as test student-designed interfaces.
Prerequisite(s): GADA243

GADA303 Game Prototyping (3 credits)
In this course, students will perform individually or as members of a team to create functional game projects within an existing engine. Industry standard tools will be used for rapid prototyping of various electronic game genres.
Prerequisite(s): GADA212

GADA312 Game Animation (3 credits)
Students explore game specific animation and how it is applied in interactive environments. This course will also evaluate creative solutions to handle limitations unique to individual game engines.
Prerequisite(s): MAAA232

GADA313 Advanced Game Prototyping (3 credits)
In this course, students will perform as members of a team to create a game level within an existing engine. Students will continue to develop a project that began in the Game Prototyping class. The course will conclude with the delivery of a complete project. Students will present game and associated marketing materials.
Prerequisite(s): GADA212

GADA314 Team Production Planning (3 credits)
In this course students research a Game Art & Design topic and begin the pre-production process for their game projects. The emphasis is on quantitative and qualitative research, scheduling of the project using milestones, methods of presentation, and qualitative results. Students will gather reference, generate concept art, grey box models and game document.
Prerequisite(s): GADA222

GADA323 Team Production I (3 credits)
This course will build upon the Team Project Planning course. Students will assume a specific role on the production team and, acting in a professional capacity, ensure that the game project is completed by deadline. Teams of students will create and refine the game production document, level designs, basic 2D art and 3D models to be combined into a playable Game Demo in Production Team II.
Prerequisite(s): GADA314

GADA403 Team Production II (3 credits)
This course will build upon the Team Production I course. Students will maintain their role on the production team and, acting in a professional capacity, ensure that the game project is completed. Teams of students will complete the game and all ancillary materials. Post-mortem will be presented upon conclusion of the course and students will create a personal archive of assets.
Prerequisite(s): GADA323

GADA406 Internship (4 credits)
Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. The students will gain the experience they need to enter the field when they graduate.
Prerequisite(s): Permission of the Academic Chair

GADA409 Portfolio I (3 credits)
This course prepares students for the transition to the professional world. Students will demonstrate their conceptual, design and technical skills as they assemble and refine their assets. Working individually with an instructor, each student will select representative work that reflects their unique style. Students will learn the basic tools for designing a website and placing their work on the Internet. Emphasis is also placed on identifying short- and long-term professional employment goals, industry and professional related resources and portfolio development strategies.
Prerequisite(s): Permission of the Academic Chair

GADA419 Portfolio II (3 credits)
This course continues to prepare students for the transition to the professional world. Working individually with an instructor, each student will continue to refine their selected assets to reflect their unique style. Students will also continue to enhance their web presence and professional resources.
Prerequisite(s): GADA409

GWDA101 Applications and Industry (3 credits)
Web design and graphic design applications, tools, and industry practices. Includes file management practices, basics of markup language and styling. Introduction to illustration and image manipulation software relevant to the web design and graphic design industries.
Prerequisite(s): None

GWDA102 Rapid Visualization (3 credits)
This course introduces the philosophy behind illustration, emphasizing conceptual visual problem solving and quick sketching methods to portray ideas. It also highlights the uses if illustration in the graphic design and advertising industries. Assignments will focus on black and white and color techniques, using contrast, values, composition and function.
Prerequisite(s): FNDA110

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GWDA103 Digital Illustration (3 credits)
This course advances the students understanding of the computer as an artist tool. Building on previous courses in drawing, concept development and introductory computer aided design; students will be asked to generate a number of expressive solutions that address specific illustrative problems, both technical and creative. As part of this course, students will be given the opportunity to develop their digital illustration skills by exploring numerous tools and techniques to obtain desired results.
Prerequisite(s): FNDA105 or FNDA110 or GWDA101

GWDA105 Concept Design (3 credits)
This course will emphasize the conceptualization process of design and its function in solving given problems. The student will use creative problem solving and research techniques, specifically: problem identification, analysis, brainstorming and idea refinement.
Prerequisite(s): GWDA111

GWDA111 Introduction to Layout Design (3 credits)
This class will concentrate on utilizing design principles and theories in problem solving, focusing on the importance of layout composition. Emphasis will be on the process of design development from thumbnails to comprehensives, layout, and the use of grid systems for multi-component layouts.
Prerequisite(s): GWDA112

GWDA112 Typography–Traditional (3 credits)
This course is an introduction of lettering skills and the history and foundation of letterforms. The placement of display and text type in a formatted space, and the relationship between the appearance and readability of letterforms, are also studied. Students will work in a traditional context of hand-rendering type and also be introduced to contemporary typesetting technology.
Prerequisite(s): None

GWDA122 Typography–Hierarchy (3 credits)
This course is a continuation of the study of traditional typography. Exercises and projects focus on the hierarchical qualities of typography. The development of marketable, original, and creative problem solving solutions will also be examined with an emphasis on creative techniques. Industry standard software will be used in the development of digital typography and hierarchal skills.
Prerequisite(s): GWDA112

GWDA123 Programming Logic (3 credits)
Students acquire basic programming skills needed to design, develop, and produce practical applications with a specific scripting or programming language. The course addresses sound programming practices, structured logic, and object-oriented concepts, including methods, properties, events, and handlers.
Prerequisite(s): None

GWDA132 Information Architecture (3 credits)
An introduction to the concepts and processes of planning interactive projects that solve business and user needs. Students research users, goals, competition, and content, and develop the navigation structure, process flow, layouts and labeling systems that best address these needs. They prepare and present a professional information architecture proposal.
Prerequisite(s): GWDA101

GWDA133 Fundamentals of Web Design (3 credits)
An introduction to the terms, technologies, trends, and best practices of the interactive design industry. Students design, develop, and upload a simple web site using HTML and basic CSS. The importance of writing valid and semantic code is emphasized. Basic web site production stages and requirements such as naming conventions, file organization, project development life cycle, and image optimization are also covered.
Prerequisite(s): FNDA135 or GWDA101

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GWDA201 Audio and Video (3 credits)
Students will develop editing skills while communicating messages and telling stories through the introduction of various media and technology. Examining the latest advances in audio and video, computer graphics, special effects, editing, and the important role these new technologies play in digital video production will be employed.
Prerequisite(s): GWDA233

GWDA202 Interface Design (3 credits)
An exploration of the synthesis of visual and information design principles. This course will examine the conceptual and practical design of interfaces. Students discuss interface design heuristics and user interface patterns and explain their importance. The components of the interface design process such as sketches, mood boards, wireframes, visual comprehensives, and prototypes are executed.
Prerequisite(s): GWDA222 or GWDA133 and GWDA111

GWDA203 Prepress and Print Production (3 credits)
This course prepares students in the electronic preparation of simple designs. Image reproduction, color specification, file preparation procedures, and binding and finishing techniques will be explored. Discussion of various printing processes and paper selections are covered in this class.
Prerequisite(s): GWDA222

GWDA204 Introduction to Writing for Interactive Media (3 credits)
This course covers the process of copywriting for interactive media. Students explore the role of the writer as an individual or as a member of the creative team.
Prerequisite(s): None

GWDA207 Design History (3 credits)
This course examines the influences of societal trends, historical events, technological developments and the fine arts on contemporary graphic design, illustration, typographic design, architectural design, photography and fashion design trends in general. Through lectures, supplied visual examples, independent research and design assignments, the students study a variety of major design influences. The students also study how to research and utilize a wide variety of design styles.
Prerequisite(s): ENCA102 and GWDA111 and GWDA105

GWDA209 Portfolio I (3 credits)
This course prepares students for the transition to the professional world. This course will prepare students for the industry by helping them compile a portfolio. Students will demonstrate their conceptual, design, craftsmanship, and other skills as they assemble and refine their portfolio projects. Working individually with an instructor, each student will select representative projects showcasing work that reflects a unique style and developing them further as needed. Particular emphasis is placed on identifying short- and long-term professional employment goals, industry and professional related resources and portfolio development strategies.
Prerequisite(s): Permission of the Academic Chair

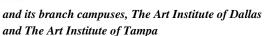GWDA212 Typography–Expressive and Experimental (3 credits)
Emphasis is placed on the expressive potential of typography. How the form of the written letter affects meaning is studied experimentally. The emphasis is on design elements from the perspective of history, psychology, and artistic interpretation executed with digital tools.
Prerequisite(s): GWDA122 or GWDA209 and GWDA207

GWDA213 Timeline Animation and Interaction (3 credits)
Use timeline animation in the development of interactive interfaces and experiences. Concept development and storyboarding will be explored. Designing and delivering low-bandwidth animations, presentations, and web sites will be explored, as well as, basic scripting capabilities. The course covers design, standards, procedures, and delivery. Emphasis is placed on industry standards, ensuring compatibility (browser/ platform), and developing a complete product from concept to delivery.
Prerequisite(s): FNDA135 and GWDA103 and GWDA202

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GWDA222 Intermediate Layout Design (3 credits)
This advanced layout course enhances and reflects skills developed in fundamental design courses. Critical analysis will be applied through the usage of type and layout to create clear, communicative design. Portfolio-quality projects will be developed as part of this process.
Prerequisite(s): GWDA111

GWDA232 Form and Space (3 credits)
Form and Space involves the formal understanding and manipulation of the basic-organizing principals of the 3 dimensional worlds. Point, line, plane, mass, volume, density and form are discussed. Students learn to create and discuss 3-D situations using basic hand tools and readily available materials. Form and Space also involves the relationship of perceptual issues to manipulate the 3-D situation.
Prerequisite(s): GWDA105

GWDA242 Graphic Symbolism (3 credits)
This course examines the importance of graphic symbols in design. Logos and other symbolic images will be examined in historic and contemporary contexts. Graphic elements including typography, simplified imagery, and abstract shapes will then be utilized to create individual logo designs and other symbolic images.
Prerequisite(s): GWDA222 and GWDA105

GWDA243 Object-Oriented Scripting (3 credits)
Students will be introduced to JavaScript utilizing the Document Object Model. Refining and enhance programming skills will be employed. The student gains experience developing advanced applications using specific computer languages.
Prerequisite(s): GWDA273

GWDA252 Advanced Layout Design (3 credits)
This course will explore various means of indicating, placing and manipulating visual elements in page design, systematically developing strong and creative layout solutions by means of a cumulative, conceptual design process. The ability to effectively integrate photographs, illustrations, and display and text type will be developed using page composition software.
Prerequisite(s): GWDA222

GWDA253 Authoring for Interaction (3 credits)
Students combine experience design concepts with advanced programming solutions. Emphasis placed on learning object-oriented approaches to developing dynamic/reusable rich media modules combined with data applications.
Prerequisite(s): GWDA133

GWDA262 Package Design (3 credits)
Exploration of the design process in package design and the challenges of adapting 2D designs to 3D forms, both simple and complex. Projects will explore materials, structure, aesthetics, production methods, marketing objectives and budgetary constraints.
Prerequisite(s): GWDA252 and GWDA203

GWDA263 Web Standards (3 credits)
An investigation into the importance of adhering to web standards and following accessibility guidelines. Students gain an understanding of how these best practices enable inclusive designs that address diverse user needs, contribute to improved Search Engine Optimization, and meet legal requirements such as Section 508. Students code and test sites for cross-browser compatibility, valid markup, and compliance with accessibility guidelines.
Prerequisite(s): GWDA243

GWDA272 Corporate Identity (3 credits)
Students will investigate the use of corporate design and identity for branding. Further exploration of corporate id as a branding tool in advertising, marketing and social media will be employed. Comprehensive corporate identity systems, as well as, additional business collateral and a Graphic Standards Manual will be developed.
Prerequisite(s): GWDA282

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GWDA273 Intermediate Web Design (3 credits)
Students expand their prior knowledge of HTML and CSS by learning additional methods for structuring and styling web page content. The ability to style multi-column layouts and various interface components is explored. Students participate in visual design critiques, evaluate the designs and code of existing websites, and use CSS to visually design the presentation of HTML content.
Prerequisite(s): GWDA133

GWDA282 Collateral Design (3 credits)
The role that collateral design plays in the support of advertising campaigns is introduced and developed. Students explore various collateral design techniques, direct mail, business-to-business, business-to-consumer, non-profit, trade, and social media. The process of multiple-presentation techniques and media formats are emphasized.
Prerequisite(s): GWDA252 and GWDA242

GWDA283 Advanced Web Design (3 credits)
An exploration of advanced methods for styling websites and creating page layouts. This course will examine the practical application of styling web page content, understanding cross-browser compatibility, and creating designs that display effectively on various devices.
Prerequisite(s): GWDA273

GWDA302 Information Design (3 credits)
In this course we will explore the role of visual communication design (graphic design) in communicating information in visual form. Emphasis is placed on competency in research, production, and presentation of advanced-level projects that encompass the use of information design in graphic visual communication.
Prerequisite(s): GWDA133 and GWDA202 and GWDA272

GWDA303 Interactive Motion Graphics (3 credits)
Students expand on the narrative structure in a time-based environment. The advanced principles and practices of digital audio and media in an interactive design setting are explored. Preparing and using current digital audio and video programs, for delivery online is employed. Emphasis is placed on the implementation via scripting in an interactive authoring application.
Prerequisite(s): GWDA213 and GWDA202

GWDA305 Art Direction (3 credits)
The role of the art director in producing multi-faceted design projects. Working in teams, students will coordinate their creative efforts, from concept to finished output. By encouraging a team approach, the course will further enhance students' leadership, communications and negotiation skills.
Prerequisite(s): ADVA209

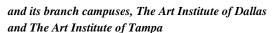GWDA307 User Experience Design: Research (3 credits)
A focused examination of user experience design research, concept development, and planning techniques for the design of multi-platform interactive experiences. Students will research and conceptualize an engaging and user-friendly experience that utilizes multiple channels to deliver strategic objectives. In-depth research and analysis of users, business requirements, and cultural trends is conducted and provide an advanced understanding of the research methods of user experience designers.
Prerequisite(s): Permission of the Academic Chair

GWDA308 Business of Graphic Design (3 credits)
This course is structured to investigate the wide ranges of both traditional and emerging business topics and considerations, preparing students as they transition into a media and design profession. Concepts of professionalism, expected business needs, an understanding of self-marketing, proposals and project management, and intellectual property and contractual issues will be addressed.
Prerequisite(s): ENCA102 and GWDA209

GWDA312 Publication Design (3 credits)
This intermediate course focuses on computer based page layout. Emphasis will be placed on design, multiple page layout, type management, high-end output file management, and static and digital publications.
Prerequisite(s): GWDA212 and GWDA209

GWDA313 Emerging Technology (3 credits)
An examination of concepts and methodologies used in emerging technology. Students will research technical requirements for implementing the emerging technology and also discuss the potential impact on technological, social, and cultural change. A prototype and/or interactive marketing campaign will be produced to demonstrate understanding of the emerging technology.
Prerequisite(s): GWDA213

GWDA315 Contemporary Typography (3 credits)
The use of typographic techniques inspired by contemporary type designers will also be explored. Students will define multiple typographic styles found in history. Development of type centered visual communications will be implemented to create marketable pieces.
Prerequisite(s): GWDA212

GWDA317 Interactive Communication: Planning and Research (3 credits)
This course covers real-world pre-production methods and research for interactive media. Emphasis is on content research, assessing client needs, pre-production assets, and planning of advanced interactive communication publications.
Prerequisite(s): GWDA204

GWDA318 Interactive Industry and Business Operations (3 credits)
This course is structured to investigate the wide ranges of both traditional and emerging business topics and considerations, preparing students as they transition into an interactive media and design profession.
Prerequisite(s): GWDA101

GWDA322 Sequential Illustration (3 credits)
This course will focus on developing familiarity with the various forms of narrative and sequential illustration to include basic storyboarding, single and multi-panel comic strips, comic books, graphic novels, and web comics. Coursework will explore the design process, working methods, and creation of sequential and narrative illustrations. Discussions will focus on the historical development and current trends of visual storytelling as well as touch upon professional practices for cartoonists.
Prerequisite(s): GWDA102

GWDA323 Design Team: Pre-Production (3 credits)
Real-world web pre-production through small teams is examined. Assessing client needs, pre-production assets, project management, and communication will be emphasized. Students will work in production groups to examine business problems and must determine the source problem, ascertain a working solution and implement a functional model complete with proposals, design, technical, and quality assurance documentation.
Prerequisite(s): GWDA372 or GWDA305 and GWDA209
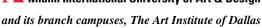
GWDA332 Life Drawing (3 credits)
This course is an advanced drawing class that builds on the basic drawing skills and concepts. Anatomical and proportional relationships as well as figure drawing will be covered.
Prerequisite(s): GWDA102

GWDA342 Editorial Illustration (3 credits)
In this course, students translate narrative content into visual conceptual imagery though illustrative solutions. These illustrations are then incorporated into page layouts, and other publication design formats. Students research visual solutions and explore appropriate media, imagery, and style to interpret the author's point-of-view.
Prerequisite(s): None

GWDA343 User Experience Design: Project Development (3 credits)
A continuation of User Experience Design: Prototyping, this course examines the methodologies and techniques of developing multi-platform interactive experiences. Previous user experience research, prototyping, and testing culminate into an engaging, interactive, multi-platform user experience. Students demonstrate an advanced understanding of the User Experience design industry.
Prerequisite(s): GWDA392

GWDA352 History of Typography (3 credits)
Students will explore the history of typographic styles from the historical through the present day. The study of type, type faces and the evolution of printed letters from hand type to metal type to digital type will be discussed. The difference between typographers and printers of type will be investigated.
Prerequisite(s): GWDA212

GWDA353 Server-Side Scripting (3 credits)
Through this course students learn advanced programming skills. Students will gain experience developing web applications using specific computer languages. Application in fundamentals of interactive web development will be explored. Students will be introduced to concepts related to data-driven dynamic web site creation based on server side processing. Emphasis is placed on forms and content management.
Prerequisite(s): GWDA273

GWDA362 Font Design (3 credits)
Students will explore the creation of typographic form. The discussion of type nuances, legibility and reader comprehension will be researched. Development of a personalized typeface will be implemented.
Prerequisite(s): GWDA212

GWDA363 Client-Side Scripting (3 credits)
This course provides a further exploration to designing dynamic sites. Students explore the components of software that makes up a web server, the differences between server-sided and client-sided authoring and basic scripting that uses this information to help design more dynamic sites. Client-side scripting, as a method to develop advanced dynamic web applications will be developed.
Prerequisite(s): GWDA243

GWDA372 Content Management Systems (3 credits)
Using an open source database program (MySQL), students practice the theory of database design by normalizing data, defining integrity relationships, and creating tables. Students also develop forms, reports, and search queries (MySQL) as they learn how to manage and manipulate data within a database.
Prerequisite(s): None

GWDA373 Advanced Server-Side Scripting (3 credits)
Through this course students learn advanced programming skills. Students will gain experience developing web applications using specific computer languages. Application in advanced interactive web development will be explored. Students will further explore concepts related to data-driven dynamic web site creation based on Server Side processing. Advanced server-side scripting skills and CMS utilization will be developed.
Prerequisite(s): GWDA353

GWDA382 Design for Mobile Devices (3 credits)
Students will learn to create custom solutions for content delivery on mobile devices by developing web application and device application user interface tools optimized for delivery on mobile devices. Students will work in class with mobile devices to learn needs, restrictions of designing for mobile devices as well as test student-designed interfaces.
Prerequisite(s): GWDA209 and GWDA202 and GWDA273

GWDA392 User Experience: Prototyping (3 credits)
A continuation of User Experience Design: Research, this course examines methodologies and techniques of prototyping and usability testing for the design of multi-device interactive experiences. Students utilize previous research to iteratively create and test prototypes. A variety of prototyping techniques are explored including paper and digital prototyping methods. Various testing methods are also explored from guerilla usability testing to more formal testing sessions.
Prerequisite(s): None

GWDA402 Book Illustration (3 credits)
Students research illustrative trends and explore media for creating appropriate imagery that interprets an author's point-of-view. In this course, students translate narrative content into visually consistent imagery used to tell a story. Character studies are created to give the student a three-dimensional understanding of each of the various subjects, allowing each character to be drawn at any angle. Character consistency is required. Illustrative solutions are produced to be consistent throughout the book. These illustrative solutions are combined with the narrative into a page layout/book design format.
Prerequisite(s): None

GWDA406 Internship (2 credits)
Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. The students will gain the experience they need to enter the field when they graduate.
Prerequisite(s): Permission of the Academic Chair

GWDA407 Interactive Communication: Usability and Prototyping (3 credits)
Students design, prototype, and analyze effectiveness and usability of interactive projects.
Prerequisite(s): GWDA317

GWDA409 Graphic Design Capstone (3 credits)
Students in this course present a comprehensive understanding of their academic experience. Proficiency will be demonstrated in both studio and general education courses through a written, oral, and visual presentation.
Prerequisite(s): Permission of the Academic Chair

GWDA412 Mixed Media (3 credits)
In this course, students translate narrative content into visual imagery though illustrative and graphical solutions that explore mixed media. Further development into digital media will be initiated to create a tra-digital (traditional and digital design) composition conveying a message to a designated target audience.
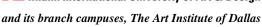Prerequisite(s): GWDA102

GWDA413 Design Team: Production (3 credits)
A continuation of Design Team Pre-Production. Real-world web production and delivery through small teams is further explored. Emphasis on assessing client needs, utilizing pre-production assets, production scripting, as well as, project management, and communication. The application and implementation of business, design and programming skills students have acquired will be demonstrated. Design solutions appropriate to a targeted market will be emphasized. Critical analysis, problem identification, and idea refinement/implementation will be the focus in producing a portfolio quality project.
Prerequisite(s): GWDA323

GWDA419 Portfolio II (2 credits)
This course aims to prepare students for entry-level employment within the industry by assisting them with the development and presentation of a graphic design portfolio that reflects the stated exit competencies. Students will demonstrate an advanced skill-set in areas as process, conceptual thinking, design, web design, craftsmanship, and other skills, as projects are refined and assembled into a cohesive, comprehensive body of work. Particular emphasis will be placed on identifying short- and long-term professional employment goals, industry and professional related resources and standards, portfolio development and presentation strategies.
Prerequisite(s): GWDA209

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GWDA422 Hand Lettering (3 credits)
Various media will be utilized to create market-specific hand-drawn word mark families. Students will learn to create visual messages through the use of hand lettering.
Prerequisite(s): GWDA212

GWDA432 Digital Typography (3 credits)
Beginning with an introduction to the history of letterforms and the function of typography, this course examines the construction and application of digital typographic text and headline display. Emphasis is placed on advanced concepts of typography as an essential element of design.
Prerequisite(s): None

GWDA433 Advanced Motion Graphics (3 credits)
Advanced motion graphics as a design solution and story-telling technique.
This is an advanced course that applies motion graphics as an integrated interactive solution; students script interaction, sequencing, and motion for interactive projects. Optimization is a critical consideration in the creation of the user-centered experience.
Prerequisite(s): GWDA303

GWDA443 Advanced Scripting (3 credits)
Students develop and design advanced client- and server-side interactive media presentations to be delivered over multiple platforms. Students further explore the expectations of the business community in areas such as server implementations and security implications. Students gain experience in advanced scripting.
Prerequisite(s): GWDA363

GWDA453 Interactive Communication: Development and Delivery (3 credits)
Students individually develop, market, and present an advanced interactive digital publication.
Prerequisite(s): GWDA407

HISA101 Ancient World History (4 credits)
This course is an introductory survey of world history from the Paleolithic era to the advent of Christianity. This course focuses on those civilizations that have most influenced human history, including those of Egypt, Greece, Rome, India, and China.
Prerequisite(s): None

HISA132 Nutrition Science (4 credits)
This course centers on an explanation of the basic principles of nutrition and their relationship to health. The structure, functions, and source of nutrients – including proteins, carbohydrates, fats, vitamins, minerals, and water are discussed. Current issues in nutrition are reviewed, including dietary guidelines, energy balance, vitamin supplements, and food fads.
Prerequisite(s): None

HISA200 History of Animation (4 credits)
Fundamentals of animated cinematography are addressed through a historical survey. The course will consider trends and genres of animated film in a variety of media.
Prerequisite(s): ENCA102

HISA201 Modern World History (4 credits)
This course covers the period from the Sixteenth Century to the present, and explores the major movements, historical events, and trends of each era with an emphasis on the effects empires, colonialism and imperialism have had on the modern world.
Prerequisite(s): None

HISA206 American History to 1865 (4 credits)
This is an introductory course on American history, covering early American history from the discovery of the Americas through the Civil War, including the philosophical and constitutional foundations of American government.
Prerequisite(s): None

HISA208 United States History from Civil War to Present (4 credits)
This course is a survey of the history of the United States from the end of the Civil War to the modern era.
Prerequisite(s): None

HISA220 Medieval History (4 credits)
This course focuses on three of the forces that shaped the Middle Ages: constant warfare, new religions, and human sexuality. The period covered is between the fifth and fifteenth centuries, focusing on Western Europe but also discussing the Byzantine and Muslim civilizations. Various texts are used as examples of the cultural production of Medieval Europe, each addressing one of the main topics.
Prerequisite(s): None

HISA370 Special Topics in History (4 credits)
This course provides an in-depth analysis of a variety of historical events, helping to increase students' critical thinking and analytical skills.
Prerequisite(s): ENCA102

HUMA100 United States Cultural Studies (4 credits)
This course explores the foundations of modern American culture from an anthropological perspective, looking at the cultural norms, rituals, folkways, pathways, values, and expectations of United States society. A strong focus will be on the realities, issues and uniqueness of life within its multicultural population. In addition to some historical cultural references, contemporary, "pop" culture will also be examined, including music, movies, television, cyber-culture, sports, advertising, and religion.
Prerequisite(s): None

HUMA202 Contemporary World (4 credits)
This course reviews how various civilizations relate to each other based on international and domestic statuses, explores how earlier major events impacted various regions across Europe, Asia, North America and Africa, and reviews how technological developments have influenced the cultures of these areas, starting from the 1950s and ending in the 2000s. The course will concentrate on cultural, social and political factors related to the Eastern and Western hemispheres and introduce the concept of 'globalization' and its impact on the world.
Prerequisite(s): None

HUMA207 World Prospects and Issues (4 credits)
This course introduces the study of various global problems and solutions. The course sheds light on the concepts of state, nation state, and society; tensions between East and West or developed and underdeveloped areas; the new economic order; and the transition from the Modern to Post-Modern eras.
Prerequisite(s): None

*The Departmental abbreviation and course numbering for the following courses listed as "IM" are different from the departments where programs are still accepting students. These Departmental abbreviations and numbering system correspond to courses no longer utilized in current degree programs and are only for courses that are being taught to the remaining students in the "Teach Out."

IM1200 Basic Web Design (3 credits)
This course will provide an introduction to the World Wide Web and Hypertext Markup Language. Emphasis is placed on understanding the components necessary to create web pages. Topics covered will include the history of the World Wide Web as well as HTML formatting tags, anchors, graphics, interactive graphics and forms.
Prerequisite(s): None

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IM1301 Programming Logic (3 credits)
This is an introduction to the logic behind programming and client side scripting. It focuses on basic scripting languages and their applications in web development. Students will have the opportunity to learn how to create Java Script applications and embed them into their web pages to enhance user's interaction.
Prerequisite(s): IM1200 and IM2104

IM1401 History of Motion Media and Mass Communication (3 credits)
This course focuses on learning the history of motion media and mass communication. The student will gain a strong historical sense of how mass communication technologies originated and developed into what they are today. The student will have the opportunity to learn the decision making process through history of major mass communication industries: print journalism, electronic journalism, film and advertising. Class dynamics and assignments will allow the student to understand the importance of history while applying knowledge into practical work. Short essays will reinforce the content of lectures, readings and research.
Prerequisite(s): ENCA102

IM1403 Introduction to Scripting Languages (3 credits)
Students will develop skills to produce web pages utilizing HTML, the basic scripting language of web documents. Other effects, extension scripts, and software packages available for that medium will also be used.
Prerequisite(s): Director or Coordinator Approval Required

IM2100 Introduction to Audio (3 credits)
This course investigates the principles of recording sound. The course includes the study of sound characteristics, basic acoustics, ergonomics, and basic techniques for field recording. Waveform physics and psycho-acoustics are also covered. The role of sound in video production is explained and exemplified.
Prerequisite(s): None

IM2104 Digital Visual Composition (3 credits)
Students continue to develop interface design skills using advanced web page layout techniques and existing web standards. The course emphasizes setting the stage for integrating interface design with programming concepts. Students use XHTML, CSS and basic JavaScript to develop web interfaces.
Prerequisite(s): None

IM2105 Advanced Image Manipulation (3 credits)
This course is designed to further enhance the skills acquired in previous image manipulation and technology-based classes. Emphasis will be placed on advanced applications and the appropriate selection of variables for the required task. Integration of programs to achieve a required product will also be emphasized.
Prerequisite(s): IM2104

IM2106 Introduction to User Centered Design (3 credits)
This course introduces students to the concepts and processes of developing web sites which have as a primary goal addressing and solving user needs. By exploring the process step-by-step, students will identify where user issues are raised and how they are answered. During the course, students either physically create a website or a prototype. Students present and defend their decisions.
Prerequisite(s): Director or Coordinator Approval Required

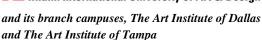IM2206 Concepts in Motion Design (3 credits)
This course is an introduction to motion design, concepts and techniques. Students create interactive motion using basic principles of design for timeline-based media.
Prerequisite(s): Director or Coordinator Approval Required

IM2302 Digital Corporate Identity (3 credits)
This course offers an examination of the role of design in brand identity and marketing. Students will have the opportunity to learn design strategies for developing integrated digital branding.
Prerequisite(s): IM1403 and IM2304 and GR2209 and IM1301

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IM2304 Introduction to Authoring (3 credits)
This course will introduce the student to concepts and designs utilized in the development of education, sales, and marketing presentations. Students will create an integrated, interactive multimedia presentation using the basic concepts and principles of multimedia and graphic design.
Prerequisite(s): Director or Coordinator Approval Required

IM2305 Intermediate Authoring (3 credits)
This course will build on the skills taught in the Introduction to Authoring class. Students will design production quality interactive presentations using intermediate-level scripting techniques focusing on good user interface design and usability.
Prerequisite(s): IM2304

IM2405 Intermediate Scripting Languages (3 credits)
Through this course, students refine and enhance programming skills. The student gains experience developing advanced applications using specific computer languages. Integration of application software will be emphasized.
Prerequisite(s): IM1403

IM2406 Advanced Scripting Languages (3 credits)
Students will refine dynamic scripting skills to develop complex interactivity and server-based applications. The course also examines client-side forms in conjunction with server-side scripting applications.
Prerequisite(s): IM2405

IM3107 Usability Testing (3 credits)
This course introduces students to concepts and techniques used in usability testing. Through theories presented in the course, students will have the opportunity to learn common ways to locate errors or problems with interactive products. This course will focus on Web design usability testing.
Prerequisite(s): Director or Coordinator Approval Required

IM3108 Project Management (3 credits)
This course focuses on the interactive design project management process and development of the project team as key to the successful achievement of interactive design project goals. The process examines the main elements required in every proposal/plan, time-frame, and budget. Key areas of interactive design project teams serve to support the fundamental approach that every project team is tailored to achieve project results efficiently and effectively.
Prerequisite(s): Permission of the Academic Chair

IM3109 Integrated Information Design (3 credits)
This course allows the students to refine their skills relating information design to company objectives, both business and financial.
Prerequisite(s): None

IM3200 Design for Mobile Devices I (3 credits)
This class will give you the practical knowledge to effectively plan, create and deliver websites for Mobile devices. An examination of the concepts and methodologies used in emerging technologies will enable students to begin to start thinking "mobile". Students research mobile technologies and develop projects around their research.
Prerequisite(s): None

IM3201 Design for Mobile Devices II (3 credits)
Students will have the opportunity to learn to create custom solutions for content delivery on mobile devices by developing web applications and device application user interface tools optimized for deliver on mobile devices. Students will work in class with mobile devices to learn needs, restrictions of designing for mobile devices as well as test student-designed interfaces.
Prerequisite(s): IM3200

IM3207 Interactive Motion Graphics (3 credits)
This is an intermediate level course focusing on motion graphics as an interactive design solution.
Prerequisite(s):Director or Coordinator Approval Required

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IM3208 Interactive Motion Scripting (3 credits)
Students combine experience design concepts with advanced programming solutions. Emphasis is placed on learning object-oriented approaches to developing dynamic and reusable rich media modules. Rich media are combined with dynamic data applications to create compelling communication vehicles for advertisement, entertainment, and business solutions.
Prerequisite(s): IM3207

IM3209 Designing for Dynamic Web Sites (3 credits)
This is an introductory database design course which addresses parts of a database, how to model data, database construction, and developing a database in a business environment. Students will apply user-centered design principles, database structures, and server side scripting to create dynamic web sites. Particular attention will be paid to design issues relating to the display of dynamic content on the screen and how that dynamic content will be delivered.
Prerequisite(s): Director or Coordinator Approval Required

IM3302 Portfolio (Associate's/Diploma level) (3 credits)
In this course, students develop the ability to put together a basic, professionally presented design portfolio. Students should be able to demonstrate skills in typography, illustration, photography, and desktop publishing. Craft and presentation are strongly emphasized in this course.
Prerequisite(s): Director or Coordinator Approval Required

IM3307 Audio for Interactive Design (3 credits)
The principles and practices of digital audio in an Interactive design setting are presented. Students will have the opportunity to learn to use current digital audio programs for recording, editing, sequencing, and mixing for a variety of outputs and applications.
Prerequisite(s): Director or Coordinator Approval Required

IM3308 Desktop Video (3 credits)
Students will have the opportunity to learn the fundamentals of video production and editing, with a focus on online exhibition. Students will have the opportunity to learn to operate a camera and shoot video, including audio and acquire knowledge of non-linear video editing techniques. Animation, text character generation and effects, 3D cameras and lighting are also emphasized, as well as basic chroma key techniques.
Prerequisite(s): GR1108

IM3309 Emerging Technologies (3 credits)
An examination of concepts and methodologies used in emerging technology, with an in-depth focus on one current emerging technology per quarter
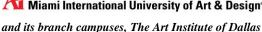Prerequisite(s): IM1301

IM3402 E-Learning Design (3 credits)
This course will introduce students to the principles of instructional design as applied to e-learning. Skill development will include goal analysis, performance objective writing, instructional strategies, and instructional materials creation.
Prerequisite(s): IM1301

IM3407 Writing for Interactive Design (3 credits)
This is a specialized writing course for interactive design. Students will have the opportunity to learn the unique characteristics and techniques of media writing and apply them to interactive media production. Students will also learn to conduct research for media writing projects.
Prerequisite(s): ENCA102

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IM4111 E-Learning Applications (3 credits)
Through the course, students are introduced to and gain experience in the design, development, and evaluation of effective e-learning programs. The course focuses on theoretical foundations of e-learning, types of authoring software, options for authoring systems, principles of effective design, instructional analysis, and production of e-learning materials. Students design, build, evaluate, and revise instructional applications, using industry standard authoring systems.
Prerequisite(s): IM2106

IM4112 Internship (2 credits)
Students complete required hours of work under the close supervision of a design professional, to gain an understanding of actual production projects. Sales, marketing, and other aspects of the profession are included. Students have the opportunity to apply their knowledge to actual projects and gain valuable contacts.
Prerequisite(s): Director or Coordinator Approval Required

IM4210 Designing for Server Side Technology (3 credits)
An advanced dynamic website design course which addresses evaluation of server-side technologies, usability, current server-side scripting languages, database integration, and data security in practical enterprise-level applications.
Prerequisite(s): IM3109 and IM3209

IM4310 Senior Project Research (2 credits)
The student selects an interactive design topic for their graduate project. During the course, students research their topic and begin programming the application for their graduate projects. The emphasis is on quantitative and qualitative research, scheduling of the project, methods of presentation, and qualitative results.
Prerequisite(s): IM3209 and IM3109

IM4311 Senior Project Application and Defense (2 credits)
This course is a continuation of Senior Project Research. Students prepare, present, and defend a graduate project suitable for professional utilization.
Prerequisite(s): Director or Coordinator Approval Required

IM4312 Portfolio (Bachelor's level) (2 credits)
This course focuses on the completion of the portfolio and enables students to begin their career search. The student should come into this course with work for the portfolio and determine the quality of the work so those enhancements can be made. The student will also complete a professional resume and begin the job search.
Prerequisite(s): Director or Coordinator Approval Required

IM4400 Professional Practice (3 credits)
This course will introduce students to business functions, operations, and structures and explore the role of e-commerce in business. In this course, students compare traditional and electronic methods of marketing, retail, and the advantages and disadvantages of both approaches.
Prerequisite(s): IM2405

IM4401 E-Commerce Site Design (3 credits)
E-Commerce requires more than simply translating the traditional retail or wholesale sales environment to the Web. Besides reviewing the crucial technical requirements, students assemble the appropriate elements into an effective design, which supports and encourages commerce in an online environment. This course covers the design elements and the software support that contribute to online success.
Prerequisite(s): IM2302

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IM4402 E-Commerce Business (3 credits)
The astonishing growth of E-Commerce is one factor that has lead to the demand for advertising and marketing online. In this course, students compare traditional and electronic sales outlets in order to develop a clear understanding of the differences and similarities between businesses in this new environment. Students will have the opportunity to learn to apply traditional principles where they are appropriate and to discover and apply a new fundamental understanding to developing E-Commerce environments. This course is based on intensive case studies of sites on the Web as well as lecture.
Prerequisite(s): IM4400

INTA101 Architectural Drafting (3 credits)
This course is an introduction to the basic drafting techniques, terminology, and symbols used on drawings, including use of drafting equipment, lettering, plan and elevation construction with an emphasis on proper line weight, quality, and scale.
Prerequisite(s): None

INTA102 Introduction to Interior Design (3 credits)
Students are introduced to the responsibilities of today's interior design professional. Assignments require the application of the elements and principles of design for interior spaces to create aesthetic solutions. Basic lessons in ergonomics, space planning, and human factors introduce the skills used to make functional and purposeful design decisions.
Prerequisite(s): INTA101 and FNDA105

INTA103 CAD I (3 credits)
This course is an introduction to the principles and operation of computer-aided drafting to produce floor plans, elevations and other components of construction drawings.
Prerequisite(s): INTA101

INTA105 Sketching and Ideation (3 credits)
Students visually conceptualize design solutions through rapid sketching in this course.
Prerequisite(s): FNDA120

INTA107 History of Architecture, Interiors and Furniture I (3 credits)
This course covers the evolution of architecture, interiors, furniture, and design from the ancient world to the mid 19th Century. The cultural, political, social, and/or economic conditions of the times are included.
Prerequisite(s): None

INTA111 Space Planning (3 credits)
This course begins the design series by introducing the interior design process including programming, schematics, design development, space planning and alternate design solutions.
Prerequisite(s): INTA102

INTA112 Design Basics 3D (3 credits)
This course explores the basic elements and principles of three-dimensional design. Students will use traditional and/or digital tools to help them visualize their designs volumetrically and apply 3D design elements to the spatial envelope.
Prerequisite(s): INTA101

INTA122 Textiles (3 credits)
This course explores the nature of man-made and natural materials used to produce textiles for use in interior design. Content includes discussion of fibers, yarn, fabrics, finishes, design methods, construction, and proper application of these materials from technical, environmental, and aesthetic approaches.
Prerequisite(s): None

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INTA201 Materials and Specifications (3 credits)
This course explores materials and finishes utilized in interior applications through lecture, demonstrations, and/or field trips. Various methods of specification and estimation are covered. Students research and assess performance criteria including aesthetics, function, and environmental factors.
Prerequisite(s): INTA122

INTA202 Presentation Techniques (3 credits)
This course explores alternate methods of creating and producing interior design presentations. Combining a variety of software, reproduction methods, and digital rendering techniques, students explore ways to manipulate images into a cohesive graphic presentation.
Prerequisite(s): INTA103

INTA203 CAD II (3 credits)
Students will enhance their CAD skills while increasing their speed and problem solving capabilities. Students will gain proficiency in computer-assisted drafting through progressively complex applications.
Prerequisite(s): INTA103

INTA207 History of Architecture, Interiors and Furniture II (3 credits)
This course covers the development of architecture, interiors, furniture, and design from the Industrial Revolution to the present. The cultural, political, social, and/or economic conditions of the times are included. Assignments provide opportunities to recognize how the styles of the past continue to influence design today.
Prerequisite(s): None

INTA211 Codes and Regulations (3 credits)
This course studies the principles, policies, and practices required by regulatory bodies and jurisdictions having authority over interior construction building, fire codes and ADA regulations as they apply to interior design projects.
Prerequisite(s): INTA302

INTA212 Residential Design I (3 credits)
This course explores the design of residential interiors as a problem solving process, with applications to a variety of residential interiors. Areas of study include concept development, human factors, programming and space planning, color, furniture and finish selection as well as concepts of universal design and sustainability.
Prerequisite(s): INTA111 and INTA112

INTA222 Human Factors (3 credits)
This course covers the principles and considerations related to human factors, universal design, anthropometrics, ergonomics and the psychological response of users to interior spaces.
Prerequisite(s): INTA102

INTA232 Lighting Design
This course covers a comprehensive study of the various natural and artificial lighting techniques as they apply to interior environments.
Prerequisite(s): INTA111

INTA242 Commercial Design I (3 credits)
This course is the design and presentation of a commercial project with emphasis on the workplace environment.
Prerequisite(s): INTA312 and Academic Affairs Approval

INTA252 Interior Detailing (3 credits)
In this course students study the materials and fabrication techniques involved in the design and construction of interior details.
Prerequisite(s): INTA203

INTA262 Construction Documents I (3 credits)
This course introduces students to the contract document process for interior spaces.
Prerequisite(s): INTA302 and INTA203

INTA302 Residential Design II (3 credits)
This course is the design and presentation of a complex residential project with an emphasis on historic precedent.
Prerequisite(s): INTA212

INTA303 Digital Modeling I (3 credits)
This course introduces students to 3D modeling software as a communication tool. Students produce design solutions volumetrically as part of the design process.
Prerequisite(s): INTA203

INTA306 Professional Practice (3 credits)
This course presents the principles governing the business, legal, and contractual aspects of the interior design profession.
Prerequisite(s): INTA342

INTA312 Global Design (3 credits)
This course covers the research and application of global design and the study of different cultures as they relate to design issues and concerns.
Prerequisite(s): INTA302 and Academic Affairs Approval

INTA313 Digital Modeling II (3 credits)
This course compliments the skills gained in 3D modeling. Students apply camera and lighting techniques as it applies to interior environments.
Prerequisite(s): INTA203

INTA322 Building and Mechanical Systems (3 credits)
This course is a study of the materials, principles and sustainable concepts utilized in basic construction, building, and mechanical systems for interiors.
Prerequisite(s): INTA302

INTA332 Environmental and Sustainable Design (3 credits)
This course covers the principles and practices of sustainable and environmental design as applied to a design project.
Prerequisite(s): INTA242

INTA342 Commercial Design II (3 credits)
This course is the design and presentation of a complex commercial project with emphasis on universal and barrier free design.
Prerequisite(s): INTA242

INTA352 Hospitality Design (3 credits)
This course is the design and presentation of team-based hospitality project with emphasis on innovation and creativity.
Prerequisite(s): INTA412 and Academic Affairs Approval

INTA402 Senior Studio I (3 credits)
Students select a subject based on their individual career aspirations and develop a project of a substantial scope. Emphasis is on real-world needs that could be better met through more responsible interior design and architecture. Content includes problem identification, analysis of user needs, observation and information gathering. Ultimately a design program and schematic solution are prepared that will be further developed into a complete design solution in Senior Studio II for an interior environment that will better support the psychological and physiological health, safety and welfare of the public.
Prerequisite(s): Permission of the Academic Chair and INTA412

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INTA406 Internship (2 credits)
Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. The students will gain the experience they need to enter the field when they graduate.
Prerequisite(s): Permission of the Academic Chair

INTA409 Portfolio I (2 credits)
This course aims to prepare students for entry-level employment within the industry by assisting them with the development and presentation of an interior design portfolio that reflects the stated exit competencies. Students will demonstrate an advanced skill-set in areas as process, conceptual thinking, design, web design, craftsmanship, and other skills, as projects are refined and assembled into a cohesive, comprehensive body of work. Particular emphasis will be placed on identifying short- and long-term professional employment goals, industry and professional related resources and standards, portfolio development and presentation strategies.
Prerequisite(s): INTA352 and Academic Affairs Approval

INTA412 Institutional Design (3 credits)
This course is the design and presentation of an Institutional Project with emphasis on anthropometrics, human factors, and human behavior.
Prerequisite(s): INTA342

INTA422 Senior Studio II (3 credits)
In this culminating studio course, students continue the development of a viable solution for the project initiated in Senior Studio I. Skills from the entire program are leveraged into a final portfolio project motivated by environmentally sound, cost-effective and responsible design practices.
Prerequisite(s): INTA 402

INTA432 Construction Documents II (3 credits)
This course expands upon the concepts examined Construction Documents I. Students produce an advanced set of design drawings to support their senior studio.
Prerequisite(s): INTA262

LITA270 Selected Topics in Literature (4 credits)
This course covers special topics in literature with a focus on improving literary analysis and critical thinking skills.
Prerequisite(s): ENCA102

MAAA101 Language of Animation and Film (3 credits)
Students explore fundamentals of animation through a historical survey. This course will consider trends and genres of animated film in a variety of media.
Prerequisite(s): None

MAAA102 Life Drawing and Gesture (3 credits)
In this introductory course on drawing the human figure, students will continue developing their drawing skills. Course will focus on an interpretation of the human body, based on major masses organized by gestural line. Line of action, gesture, motion, measurement, and foreshortening will be covered in this course.
Prerequisite(s): FNDA110

MAAA111 Animation Principles (3 credits)
Students will explore and implement the principles of animation through projects that emphasize analyzing real-world movement, adapting that movement for the animation medium, and creating the illusion of life.
Prerequisite(s): MAAA102

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MAAA112 Short Format Storytelling (3 credits)
This course introduces students to short format storytelling and the various elements of an effective story. Students will also translate a written story into visual elements in a storyboard.
Prerequisite(s): None

MAAA122 Drawing and Anatomy (3 credits)
Students will continue to develop drawing skills and will focus on basic anatomical structures of human and animal forms.
Prerequisite(s): MAAA102

MAAA202 Character and Object Design (3 credits)
This course focuses on designing and drawing characters or objects for animation using line to accurately delineate the form. Attention is given to appropriate proportion and form for an animated character or object. Characters and objects are created using various media.
Prerequisite(s): MAAA102

MAAA203 Audio and Editing Techniques (3 credits)
In this course, students use the features and functions of video editing and audio systems while employing the language of film. Students also explore various media available for video input and output. Students will learn to capture sound, apply it for audio enhancement, and learn how to produce appropriate audio effects and transitions.
Prerequisite(s): MAAA112

MAAA204 Acting and Movement for Animators (3 credits)
The course is an introduction of acting as a tool of research through studies of animated movement. Characters' personality, expression, motivation, body language, and posture will be studied through classroom exercises in a variety of media.
Prerequisite(s): MAAA111

MAAA212 2D Animation (3 credits)
Students will apply animation principles to produce a sequence. Emphasis will be placed on timing and performance. Use of various image acquisition techniques, pencil tests, inking, and other 2D animation skills will be explored.
Prerequisite(s): MAAA111

MAAA213 3D Modeling (3 credits)
Through critical analysis, the student will apply basic design principles to the solution of visual problems using elements of 3D design. The student will conceptualize 3D coordinate systems, construct 3D models, and apply them to geometric construction.
Prerequisite(s): FNDA150

MAAA222 Storyboarding and Animatics (3 credits)
This course focuses on applying industry-standard storyboarding techniques for animation. Topics to be covered include the various purposes, formats, terminology, and concepts used in the creation of storyboards and animatics with audio.
Prerequisite(s): AUDA101

MAAA223 Hard Surface and Organic Modeling **(3** credits**)**
This course covers modeling techniques used for building organic and hard surface objects and environments. Students will utilize industry standard techniques to produce 3D objects.
Prerequisite(s): MAAA213

MAAA232 3D Animation (3 credits)
Students are introduced to basic 3D animation techniques. Topics to be covered include hierarchical linking, keyframing, function curves, animated modifiers, basic morphing, animated cameras, and an introduction to character animation.
Prerequisite(s): MAAA213

MAAA233 Motion Graphics (3 credits)
This course is an introduction to timeline based compositing for both creative and technical processes.
Prerequisite(s): FNDA135

MAAA242 Character Modeling (3 credits)
In this course students will use advanced modeling techniques to create 3D characters. Students will research and create character models based on anatomy using industry standard techniques.
Prerequisite(s): MAAA223

MAAA243 Material and Lighting (3 credits)
In this class students will be introduced to materials, textures and lighting strategies to add detail and realism to objects without adding complexity to the model. Students will simulate real world surfaces and textures.
Prerequisite(s): MAAA223

MAAA252 Background, Design and Layout (3 credits)
This course focuses on the fundamentals of background layout with an emphasis on perspective, composition, design basics, staging, mood, texture and lighting.   Students will utilize foreground, mid-ground, and background design elements.
Prerequisite(s): FNDA135

MAAA302 3D Character Animation (3 credits)
This is an advanced level 3D animation course building on techniques learned from previous modeling and animation courses. Students will learn how to apply real life action sequences to characters.
Prerequisite(s): MAAA242

MAAA303 3D Character Rigging (3 credits)
This course is an introduction to the fundamentals of character setup. The character rig will be tested by animation assignments. During the course each student will create, set up and test a character model.
Prerequisite(s): MAAA223

MAAA309 Portfolio Pre-Production (2 credits)
This course will prepare students for the industry by helping them compile a portfolio. Students will demonstrate their conceptual, design, craftsmanship, and other skills as they assemble and refine their portfolio projects. Working individually with an instructor, each student will select representative projects showcasing work that reflects a unique style and developing them further as needed. Particular emphasis is placed on identifying short- and long-term professional employment goals, industry and professional related resources and portfolio development strategies.
Prerequisite(s): Permission of the Academic Chair

MAAA312 Animation Studio (3 credits)
Students will use advanced animation techniques to create, design, produce and edit a fully realized concept.
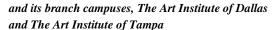Prerequisite(s): MAAA302

MAAA313 Advanced Lighting and Texturing (3 credits)
In this class students will continue their exploration of and expand on their knowledge of materials, textures, lighting and rendering strategies to add detail and realism to objects without adding complexity to the model. Students will simulate real world surfaces and textures.
Prerequisite(s): MAAA243

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MAAA323 Emerging Technologies for Animation (3 credits)
This course examines delivery methods of animation for various platforms. Students explore the capabilities and limitations of delivery systems and distribution methods, Assets will be generated and delivered based on given technical requirements for mobile and other platforms.
Prerequisite(s): MAAA232

MAAA333 Dynamics and Simulation (3 credits)
This course takes students through the process of making visual effects through the creation and control of dynamic simulations. Students will emulate properties of real world phenomena.
Prerequisite(s): MAAA232

MAAA343 Pre-Production Team (3 credits)
This course will expose students to the pre-production processes used in animation and related industries. The primary components of the course will be a thorough review of all pre-production activities and project management. Students will participate in production teams and will focus on planning of all aspects of an animation production.
Prerequisite(s): Permission of the Academic Chair

MAAA353 Technical Visualization (3 credits)
In this course students will create detailed visualizations of engineered objects and spaces. Students also learn to illustrate physical effects of lighting, textures, and movement for animation and visualizations.
Prerequisite(s): MAAA223

MAAA363 Advanced Illustration for Production (3 credits)
Students will refine their illustration techniques through an advanced study of illustration media while solving design problems related to a variety of print and online venues. Personal style will be emphasized while students create an illustration portfolio using appropriate rendering techniques as well as typography. Deadlines and professional presentation will be stressed throughout the course.
Prerequisite(s): FNDA135

MAAA403 Production Team (3 credits)
In this course students will work in a studio environment and will focus on the production and post production of an animated short.
Prerequisite(s): MAAA343

MAAA406 Internship (3 credits)
Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. The students will gain the experience they need to enter the field when they graduate.
Prerequisite(s): Permission of the Academic Chair
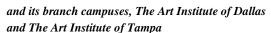
MAAA409 Portfolio Production (3 credits)
This course prepares students for entry-level employment within the industry by assisting them with the development and presentation of a professional portfolio that reflects the stated exit competencies. Students will demonstrate an advanced skill-set in areas such as conceptual thinking, design, craftsmanship, and other skills, as projects are refined and assembled into a cohesive, comprehensive body of work. Particular emphasis will be placed on identifying short- and long-term professional employment goals, industry and professional related resources and standards, portfolio development and presentation strategies.
Prerequisite(s): MAAA309

MAAA419 Portfolio Presentation (2 credits)
In this class students complete the portfolio process. Students assemble portfolios, websites, resumes, marketing and self-promotion materials into a comprehensive presentation. Students participate in a thesis exhibition.
Prerequisite(s): MAAA409

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MATA101 College Algebra (4 credits)
This course introduces the basic concepts of algebra and will apply these ideas through various projects relevant to art and design majors. It will emphasize a systematic approach to problem solving and cover topics, including simplifying algebraic expressions; solving equations and inequalities; factoring; the graphing of linear, quadratic, and polynomial functions; and the reading and creation of graphs.
Prerequisite(s): None

MATA113 Ideas of Mathematics (4 credits)
This course introduces students to some major themes and ideas in mathematics, including methods used in their applications. The course includes such topics as concepts of geometry set theory, algebra, statistics, and consumer mathematics.
Prerequisite(s): Placement test scores

MATA115 Applied Mathematics (4 credits)
This course introduces students to the algebraic and graphical methods most often used in the description of motion, collisions, and coordinate transformations. Students are expected to enter the course with the ability to solve one-variable linear algebraic equations. The purpose of the course is to make students more aware of and more able to deal with the concept of motion in their projects and to provide a foundation that will make them more able to deal with the variety of motion graphic programs now in use.
Prerequisite(s): None

MATA201 College Geometry (4 credits)
This course introduces the basic concepts of Euclidean geometry and non-Euclidean geometry utilizing a problem-solving approach relevant to all majors. It includes a review of the foundations of geometric points, lines, segments; coverage of all 2-D figures; and an analysis of coordinates, vectors, and trigonometric relations. Euclid's Axioms, models, figure transformation; the historical and philosophical implications of non-Euclidean geometry in a 3-D world and the alternative concepts of parallelism are explored as well.
Prerequisite(s): MATA101 or MATA115

MATA202 Finite Mathematics (4 credits)
This contemporary mathematics course places a heavy emphasis on direct application of real-world problems to a variety of topics for a variety of art and design disciplines. Topics cover linear equations, functions and matrix theory, mathematics in finance, logic, sets, probability and statistics, and game theory.
Prerequisite(s): MATA101 or MATA115

MATA314 Statistics (4 credits)
Statistics is a branch of applied mathematics that provides the framework for looking at uncertainty and risk in a logical and systematic way. This course introduces students to the methods used in the field of applied statistics, presenting both descriptive and inferential methods concentrating on the applications of statistical techniques to the analysis of data. Topics include basic data characteristics, such as mean, median, mode, range, and standard deviation; probabilities; confidence intervals; and both correlation and linear regression.
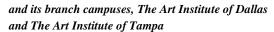Prerequisite(s): MATA113 or MATA101

PHLA105 Philosophy of Aesthetics (4 credits)
This course presents fundamental ideas and studies on the philosophy of art, beauty, and criticism from historical and contemporary viewpoints. Classical and modern arguments are presented to provide a foundation that leads students to a consideration of what constitutes a work of art.
Prerequisite(s): None

PHLA110 Philosophy of Critical Thinking (4 credits)
Logic introduces students to the methods of deductive argument employed in syllogistic and propositional logic. Central to the course is the notion of validity, a logical property of arguments which necessarily connects the premises to the conclusion. Students may expect to learn about validity as well as other techniques of analyzing and evaluating arguments. We will cover in detail two ways of analyzing and evaluating the logic of arguments. The

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first way is the theory of the syllogism, a logic that deals only with class membership; the second way is the logical system built around whole propositions.
Prerequisite(s): None

PHLA211 Contemporary Moral Issues (4 credits)
This course introduces students to the study of ethics as it relates to contemporary values and moral concerns.
Prerequisite(s): None

PHLA600 Seminar in Aesthetics (3 credits)
This graduate level seminar discusses the views, on Aesthetics, from selected, western philosophers from Plato through the twentieth century. The student will be required to read original sources in this seminar. Although an initial overview of "Aesthetics" will be given, the course will focus on the writings of selected philosophers as they address the topic of Aesthetics. Furthermore, the student will be required to compare and contrast the positions of the selected philosophers of study.
Prerequisite(s): None

PHOA101 Principles of Photography (3 credits)
Students will identify basic photographic tools and their intended purposes, including the proper use of aperture, shutter speed, ISO, focal length, and light metering. Students will analyze photographs and produce their own visually compelling images by employing professional photographic techniques and digital workflow.
Prerequisite(s): None

PHOA102 Introduction to Photography Applications (3 credits)
Introduces the student to an overview of vector, raster and time-based software tools used in the digital media industry. It sets expectations for future classes regarding standards for files, their construction and delivery within the classroom and professional studio.
Prerequisite(s): None
PHOA103 Digital Image Management (3 credits)
Introduces digital photographic workflow and asset management. Students become acquainted with the terms, concepts and processes of photographic editing. Areas of instruction include image acquisition, management, global and local adjustments and modes for output.
Prerequisite(s): None

PHOA105 Photojournalism (3 credits)
Addresses the photography as a narrative or illustrative medium used in support of the text content of publications. Students are shown examples of photojournalism and will be required to produce their own renditions.
Prerequisite(s): None

PHOA112 Photographic Design (3 credits)
Students demonstrate their ability to define and solve advanced design problems. Students will analyze the characteristics and purposes of various problems and then offer clear and creative solutions for each. The students are expected to communicate ideas using symbolism appropriately.
Prerequisite(s): PHOA101

PHOA113 Lighting (3 credits)
Students will be introduced to the basic concepts and principles of lighting for photography. Fundamentals of recognizing and controlling both natural and studio lighting with emphasis on the quality, quantity, and direction and its effect on the photographic image.
Prerequisite(s): PHOA101

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PHOA115 History of Photography I
The history of photography through the discussion of recognized photographers and their influences on society and provides a framework for critically considering photographs through describing, interpreting, evaluating and theorizing. Students are expected to write papers and review exhibitions.
Prerequisite(s): ENCA101

PHOA122 View Camera Theory (3 credits)
 Students will learn the operational principles, concepts and theories related to the view camera. In this course, students will explore the technical and visual context for view camera related equipment, consider the potential within their own work and examine the history of images produced with the view camera or associated tools.
Prerequisite(s): PHOA113

PHOA123 Color Management and Printing (3 credits)
Students learn and apply the techniques of digital color management including building and applying color profiles. The course covers the calibration of devices to produce consistent, predictable color. Students will refine printing skills and theory to create a benchmark for quality digital output. Students will develop proficiencies in file preparation, resolution selection, print-profiling, paper selection and soft-proofing techniques.
Prerequisite(s): FNDA135

PHOA202 Studio Photography (3 credits)
Students will develop the ability to solve visual communication problems through assignments designed to challenge their skills in lighting, camera operation, and commercial applications. All aspects of studio photography are discussed from lenses to lighting and people to products. This course emphasizes in-camera image production and problem solving.
Prerequisite(s): PHOA122 or Permission of the Academic Chair

PHOA203 Photographic Post-Production (3 credits)
Students research, develop concepts, and execute digital montage methods to produce creative and surrealistic imagery not possible in the camera moment. Students will apply channels, masks, blending modes, vector tools, selections, filters and layers to photographs. In addition the course will cover post-production techniques, including retouching and compositing.
Prerequisite(s): FNDA135

PHOA205 Advertising / Art Direction (3 credits)
Students will learn photographic techniques directed toward contemporary advertising. In this production-driven class students will explore various client scenarios to produce studio and on-location images.
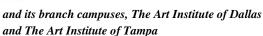Prerequisite(s): PHOA223

PHOA208 Business of Photography (3 credits)
An overview of current trends and an assessment of the skills and materials necessary for a student to comprehend small business operations and/or make themselves a productive member of a commercially viable team.
Prerequisite(s): None

PHOA209 Portfolio I (3 credits)
This course prepares students for the transition to the professional world. This course will prepare students for the industry by helping them compile a portfolio. Students will demonstrate their conceptual, design, craftsmanship, and other skills as they assemble and refine their portfolio projects. Working individually with an instructor, each

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student will select representative projects showcasing work that reflects a unique style and developing them further as needed. Particular emphasis is placed on identifying short- and long-term professional employment goals, industry and professional related resources and portfolio development strategies.
Prerequisite(s): Permission of the Academic Chair

PHOA212 Editorial Photography (3 credits)
Editorial photography is an exploration of the non-fiction narrative delivered through a variety of media. The class is devoted to subject research and creative photography. Emphasis is placed on storytelling, the production process and contemporary media output methods.
Prerequisite(s): PHOA223

PHOA213 Time-Based Media I (3 credits)
Introduces students to the technical components integral to time-based media and its relationship to photography. Students expand their knowledge of capturing, downloading, editing, and outputting digital audio and image files using time-based media software.
Prerequisite(s): PHOA102

PHOA222 Web Design for Non-Majors (3 credits)
Introduces some of the techniques, tools, software applications, and technologies associated with web development and interactive design for web. Students learn how to build a basic website using current HTML standards while incorporating an object-oriented programming language, various multimedia, or other interactive solutions.
Prerequisite(s): PHOA102

PHOA223 Advanced Lighting (3 credits)
Synthesizes previously introduced lighting skills for products and people in both the studio and on location. Emphasis is placed on the creative application of lighting technique and style.
Prerequisite(s): PHOA202

PHOA232 Portraiture (3 credits)
Students learn basic portrait techniques applicable to general portraiture and consumer, corporate, advertising, and editorial photography. Emphasis is placed on creating the visual narrative through the effective use of portraiture techniques.
Prerequisite(s): PHOA202

PHOA233 Advanced Photographic Post-Production (3 credits)
Students continue to develop and refine concepts to create images using advanced digital montage methods. Through planning and research students will apply advanced compositing techniques in order to create a series of digital illustrations exemplary of contemporary creative photography.
Prerequisite(s): PHOA203

PHOA302 Location Photography (3 credits)
Explores the special needs of location photography. The tools and logistics of shooting on location are covered. Students develop photographic problem solving skills.
Prerequisite(s): PHOA223

PHOA303 Time-Based Media II (3 credits)
Focuses on conceptual development, visual communication and storytelling through the use of time-based media.
Prerequisite(s): PHOA213

PHOA305 History of Photography II (3 credits)
Students examine emerging photographic styles and perspectives of a newer generation of photographers reacting to the cultural revolution of the 60's and 70's; the eruption in the 80's of Post-Modernism and Critical Theory; and the digital revolution of the 90's. Students will further examine contemporary issues focusing on the theoretical swing from Post-Modernism back to Modernist practices; and lastly a look at the popular trend of using alternative processes from the nineteenth century.
Prerequisite(s): PHOA115

PHOA307 Photographic Essay (3 credits)
Emphasis is placed on digital technologies and sound and video for inclusion into a multimedia package. Students will look at the importance of content and composition in their photography and multimedia projects and how it plays into the structure of a successful story.
Prerequisite(s): PHOA303

PHOA308 Marketing for Photographers (3 credits)
Explores professional development tools, including resumes, cover letters, networking, and interviewing. Students apply the techniques used to research and identify efficient ways of selling work through agents and examine how to create a successful self-promotion campaign. Students develop individual plans for marketing their talents and finding work after graduation, with emphasis on targeting markets to suit their personal goals.
Prerequisite(s): PHOA208

PHOA309 Portfolio II (3 credits)
This course aims to prepare students for entry-level employment within the industry by assisting them with the development and presentation of a professional portfolio that reflects the stated exit competencies. Students will demonstrate an advanced skill-set in areas as process, conceptual thinking, design, craftsmanship, and other skills, as projects are refined and assembled into a cohesive, comprehensive body of work. Particular emphasis will be placed on identifying short- and long-term professional employment goals, industry and professional related resources and standards, portfolio development and presentation strategies.
Prerequisite(s): PHOA209

PHOA312 Applied Portraiture (3 credits)
Students will learn a variety of advanced portrait techniques including an examination of the professional production process. Marketing and business aspects are also discussed.
Prerequisite(s): PHOA232

PHOA315 Creative Concepts (3 credits)
Explores image concepts, content, symbolism, and narrative potential of photography. Emphasis will be placed upon experimenting with alternatives to the single "documentary style" traditional approach to photography. Students will be challenged to develop a wider understanding of possible photographic solutions to problems of communication and self-expression.
Prerequisite(s): PHOA209

PHOA317 Photography Criticism (3 credits)
Offers an in depth study into photographic criticism. To assist students in developing a vocabulary for critically analyzing photographs, they will look carefully at contemporary critical thought. Further study will examine how personal beliefs and cultural values are expressed and represented in photography.
Prerequisite(s): PHOA305

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PHOA332 Special Topics I (3 credits)
This course addresses emerging technologies and techniques in the field of Digital Photography. The course will also provide an intense examination of issues relevant to the Photography industry in a specific geographic region or sector of the Photography industry.
Prerequisite(s): None

PHOA406 Internship (3 credits)
Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. The students will gain the experience they need to enter the field when they graduate.
Prerequisite(s): Permission of the Academic Chair

PHOA408 Photography Marketing and Portfolio Package (4 credits)
Students will finalize a complete self-promotional and marketing package incorporating the knowledge acquired during the program. The developed materials will target a specific market in alignment with their career goals.
Prerequisite(s): PHOA409

PHOA409 E-Portfolio (3 credits)
Students will learn the basic tools for placing their photographs on the Internet and for archiving their portfolio on CD. Students will acquire the skills needed to develop, design and produce basic web pages.
Prerequisite(s): PHOA309

PHOA412 Special Topics II (3 credits)
This course addresses emerging technologies and advanced techniques in the field of Digital Photography. The course will also provide an intense examination of issues relevant to the Photography industry in a specific geographic region or sector of the Photography industry.
Prerequisite(s): None

POLA204 American Government and Politics (4 credits)
This course investigates the principles upon which the governmental and political institutions and systems of the United States are founded. Topics discussed may include: constitutional foundations, federalism, political parties, public opinion, interest group activities, civil liberties, and decision making in the institutions of American national government, such as Congress, the presidency, and the Supreme Court.
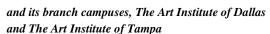Prerequisite(s): None

PSYA100 Metacognition and Learning Strategies (4 credits)
This course examines the processes and strategies for effective learning. Topics include critical and reflective thinking, learning styles, and practical cognitive skills.
Prerequisite(s): None

PSYA101 Introduction to Psychology (4 credits)
This survey course examines topics such as learning and memory, perception, emotions, motivation, personality, development, intelligence, and abnormal behavior.
Prerequisite(s): None

PSYA113 Social Psychology (4 credits)
This course explores social behavior from a psychological point of view. Major theories are explored and topics include attitude, aggression, prejudice, interpersonal relationships, and group behavior and social cognition.
Prerequisite(s): None

PSYA202 Psychology of Personality (4 credits)
This course explores personality development and organization through exploring major theories and research in the field of personality psychology. Topics covered include motivation, identity and the self, personality structure, temperament, emotion, and abnormal development.
Prerequisite(s): Director or Coordinator Approval Required

PSYA204 Cognitive Psychology (4 credits)
This course explores the experimental and theoretical aspects of human cognition. Topics will include perception, attention, memory, language, problem solving and reasoning.
Prerequisite(s): PSYA101

PSYA208 Abnormal Psychology (4 credits)
This course explores the development, etiology and treatment of major psychological disorders. Emphasis will be placed on current theoretical perspectives and research methodology.
Prerequisite(s): PSYA101

PSYA210 Cross-Cultural Psychology (4 credits) (online only)
This course will draw upon a growing body of cross-cultural research to examine the complex yet subtle ways in which biological and cultural factors interact to influence such things as personality, identity, emotions, intelligence, gender, abnormality, etc. Students will explore child-rearing methods, worldviews, values, relationships, artistic expression, abnormality, healing, and other topics in an effort to provide a context for understanding the radical differences in behavior found in cultures around the world and, more importantly, what those differences can tell us about ourselves.
Prerequisite(s): PSYA101

RELA210 Religions of the Western World (4 credits)
This is a comparative survey of the major Western religions, both ancient and contemporary, including Judaism, Christianity, Islam, and Native European. Religious beliefs and practices of the various western religions are the focus of this course.
Prerequisite(s): None

RELA212 Religions of Asia (4 credits)
This is a comparative survey of the major religions of Asiatic origin, both ancient and contemporary, including Hinduism, Buddhism, Sikhism, Taoism, Confucianism, Shintoism, and Native American. Religious beliefs and practices are studied from historical, psychological, sociological, anthropological, and archeological perspectives and within the contemporary setting as they relate to social change.
Prerequisite(s): None

SCIA105 Introduction to Anatomy and Physiology (4 credits)
This introductory course explores the major systems of the human body from a micro- and macro-level of analysis. The structural aspects as well as the functional aspects of the body will be examined from both physical and chemical perspectives. Some examination of animal anatomy is also covered, and the course assists the artist and designer in a better comprehension of anatomical structure and movement.
Prerequisite(s): None

SCIA125 Environmental Science (4 credits)
This course covers the description and analysis of environmental factors which affect the health status of the population and the water, soil, and air resources of the planet.
Prerequisite(s): None

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SCIA150 Introduction to Astronomy (4 credits)
This course offers participants a physical and philosophical understanding of our universe and allows students to more fully appreciate the scope of and rationale behind past and current theories used to explain and explore galaxies and celestial bodies.
Prerequisite: None

SCIA206 Introduction to Physics (4 credits)
This course introduces the basic concepts of physics, including elementary mechanics, thermal phenomena, fluids, waves, electromagnetism, sound, color theory, optics, and modern physics. It will also cover the historical development of the field.
Prerequisite(s): Director or Coordinator Approval Required

SCIA250 Special Topics in Science (4 credits)
This course builds understanding of the scientific method and how discoveries about the natural world are made through discussion and application of special topics in science.
Prerequisite(s): None

SCIA310 Observation Technology: from Science to Spectacle (4 credits)
This course explores how technology has shaped the evolution and at times popularization of scientific experimentation by enhancing our ability to observe, record, and present the world around us, including the minutia and phenomena not otherwise visible with the naked eye. Technology and experimental design often bridge the divide between enlightenment and entertainment, science and art and are driven by the desire to observe and display our world in different ways.
Prerequisite(s): ENCA102 and MATA101

SPNA100 Spanish I (4 credits)
This course will introduce the student to the Spanish language at the beginning level. Students will have the opportunity to learn how to read, write, and speak basic Spanish. In the process they will also learn some of the history and culture of the various Spanish speaking world communities, including Spain, Central America, and South America. This course will assist the non-Spanish speaker in learning the language, and help Spanish-speakers brush up on their reading and writing skills.
Prerequisite(s): None

SPNA101 Spanish II (4 credits)
This course will continue the student's learning of Spanish at the intermediate level. Students will have the opportunity to learn how to read, write, and speak Spanish at a more advanced level. Further exploration will be made of the history and culture of the various Spanish-speaking communities, including Spain, Central America, and South America. This course will assist the basic Spanish student in expanding their knowledge of the language, and help Spanish speakers improve upon their speaking, reading, and writing skills.
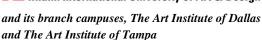Prerequisite(s): SPNA100

SYGA200 Sociology (4 credits)
This course is an introduction to sociology. It examines social, political, and economic phenomena in terms of social structures, social forces, and group relations. It focuses on several important sociological topics, including socialization, culture, the social construction of knowledge, inequality, race and ethnic relations, poverty, and political sociology.
Prerequisite(s): None

VFXA110 Introduction to Video Production (3 credits)
This course introduces students to various technical aspects of this dynamic and versatile career path. Students examine the basic techniques of pre-production and production including cameras, lenses, lighting equipment, framing and composition, pre-production planning, studio facilities, and personnel. This course also provides a hand-on application of various production processes by making students working for field projects in teams.
Prerequisite(s): None

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VFXA112 Maps, Mattes, Masks (3 credits)
This course continues the development of digital imaging skills, with an emphasis on advanced techniques in masking, maps, channels, and compositing.
Prerequisite(s): FNDA150

VFXA150 Introduction to Visual Effects and Motion Graphics (3 credits)
This course explores the history of visual effects with emphasis on the various effects processes in their historical contexts, and how they have contributed to the evolution of the film/broadcast visual effects industries. It continues with the historical analysis of the pre-production, production, and post-production pipeline of those industries. Students will research various topics based on readings and class discussions and do a final presentation.
Prerequisite(s): ENCA102

VFXA200 Visual Effects I: Painting and Rotoscoping (3 credits)
This course will explore various techniques to create and implement CGI into live action. Utilizing various painting and compositing packages students will have the opportunity to learn the principles of rotoscoping and digital painting as applied to rig removal and special effects.
Prerequisite(s): VFXA398

VFXA210 Fundamentals of Lighting (3 credits)
In this lighting course, the students will examine and apply lighting concepts and techniques relating to various media applications. Emphasis is placed on mastering the skills required to make appropriate lighting decisions for both still photography and video production. There is also a focus on pre-production skills, as well as problem solving on the set.
Prerequisite(s): None

VFXA248 Introduction to Digital Editing (3 credits)
In this course, students will acquire basic knowledge of the elements of digital editing with concentration of industry interface standards. The principles of editing, synch dialog, transitions, storytelling, and sound integration are covered through a series of individual projects.
Prerequisite(s): None

VFXA252 Introduction to 3D (3 credits)
Students are introduced to basic concepts of computer-based modeling environments. The basics of surface mapping and 3-point lighting will be covered as well. Students will create original models based on photographic reference. Students will also be introduced to basic camera animation.
Prerequisite(s): Permission of the Academic Chair

VFXA301 Animation I (3 credits)
This course will continue to explore the various techniques to create animation in a 3D environment. The course will also explore various methods of compositing and compositing concepts to enhance and expand productivity. Specific animation features and functions of the given software will be discussed and applied to the production of short 3D animation projects. Emphasis will be placed on the ability to breakdown a scene into various layers and integrate those layers into a completed, seamless product.
Prerequisite(s): VFXA252

VFXA302 Animation II (3 credits)
This is an advanced level 3D animation course which focuses on learning the principles of realistic lighting and texturing and how a computer generated implementation can reproduce this reality.
Prerequisite(s): VFXA301 AND VFXA398

VFXA303 Animation III (3 credits)
This is an advanced level 3D animation course which focuses on learning the principles of 3D Dynamics and how real world physic rules affect 3D objects in a realistic but efficient approach.
Prerequisite(s): VFXA302 and VFXA399

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VFXA310 3-D Effects (3 credits)
The course takes students through the basics of making special effects. Students will be using such tools as particles, dynamic fields, soft bodies, dynamics, and expressions to create several scenes.
Prerequisite(s): Permission of the Academic Chair

VFXA320 Visual Effects II: Keying and Color Correction (3 credits)
This course will guide students through the concepts and the fundamentals of visual effects compositing and 3D element integration. Students will explore several techniques used in current film effects and develop custom compositing networks for post-production pipelines.
Prerequisite(s): VFXA200

VFXA330 Motion Tracking and Compositing (3 credits)
This course introduces students to the various methods of matching the motion shot on a live action plate and applying that motion to a digital element. 2D and 3D tracking methods will be introduced. The course will also introduce students to morphing technology and methods by which elements can be seamlessly blended together within the frame.
Prerequisite(s): AUDA101 and VFXA410

VFXA333 Audio for Video (3 credits)
An introduction to the basic scientific principles of sound and the analog and digital recording processes including an overview of commonly used hardware and software. Topics will include: microphone selection and use, signal flow, signal processing and level control for optimum quality, and simple editing and mixing of multiple audio elements. Emphasis will be placed on development of critical listening skills and the preparation of clean voice, music, and sound effects tracks appropriate for use in broadcast graphics production. Synchronization of sound and picture will be discussed on both aesthetic and technical levels.
Prerequisite(s): AUDA101 and VFXA410

VFXA335 Visual Effects III: Motion Tracking and Compositing (3 credits)
This course will explore various techniques to create and implement CGI into live action. The course will explore various methods of compositing and compositing concepts to enhance and expand productivity. Specific animation features and functions of the given software will be discussed and applied to the production of short 3-D animation projects. Emphasis will be placed on creating CG environments and integrating elements into live action.
Prerequisite(s): VFXA320

VFXA398 Broadcast Graphics I: Animation Text and Logo Design (3 credits)
This course is designed to provide an overview of the working aspects of the broadcast industry and how broadcast integrates animation. Topics include the production process behind designing and creating animated sequences using graphics, typography, and audio and how they are used in a variety of broadcast content. Students are expected to redesign or upgrade a channel's on-air "look".
Prerequisite(s): Permission of the Academic Chair

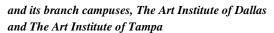VFXA399 Broadcast Graphics II: Compositing (3 credits)
This course will expose students to the disciplines used in finalizing a video or animation project as it applies to broadcast and film using sophisticated compositing tools and methodology. The class will reinforce compositing concepts, design techniques, industry vocabulary and production pipeline. Each student will produce finalized, edited projects utilizing these skills.
Prerequisite(s): VFXA398

VFXA410 Conceptual Storytelling (3 credits)
This course provides a hands-on analysis on storytelling and the components of story. The goal is to develop storytelling skills, and an understanding of story form through the development of short visual projects, emphasizing the importance of creative content. Research involves a variety of visual stories and analyzes their relationship to traditional film works. Students critique different projects during the process of brainstorm, design, production and final presentation.
Prerequisite(s): ENCA102 AND CMAA210

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VFXA415 Interactive Visual Design (3 credits)
This course will lead students through the fundamentals of 2D design and animation for the web with the goal of creating a digital online portfolio.
Prerequisite(s): VFXA320

VFXA425 Art Direction (3 credits)
Students will have the opportunity to learn to manage the production process, develop skill in managing clients and personnel, and discover the critical nature of pre-planning and organization. The course will explore the various technical and artistic issues that affect a project. Students will understand the financial implications of project management and will develop skill in establishing timelines and deadlines. This course also explores the responsibilities of the art director, including the evaluation of the creative process, marketing strategies, design aesthetics, and media application.
Prerequisite(s): Permission of the Academic Chair

VFXA431 Special Topics in Visual Effects (3 credits)
As a group project class, this course allows the student to select special topics in VFX and produce, under the guidance of an instructor, work related to the industry. The student will be exposed to the various applications of VFX and apply VFX skills to chosen topics.
Prerequisite(s): VFXA425 AND VFXA455

VFXA448 Advanced Digital Editing (3 credits)
Through a series of real world based projects, students develop an awareness of sophisticated digital editing aesthetic and techniques. The encouragement of upper levels of pacing, timing, visual aesthetic, and editing techniques will be emphasized.
Prerequisite(s): VFXA248 and MAAA222

VFXA452 Production Studio I (3-6 credits)
This course is a variable credit course in that the department can choose the amount of credit to award which is determined by the amount of time needed for the group of students at the time the course is offered. The content of the credit varies depending upon the instructor's and the students' interests. In general, this extra meeting allows students more contact with the instructor in a small group environment and more weekly interaction. Students will build upon previously learned foundation skills in broadcast design and visual effects in completing a professional, broadcast-ready project that explores concept and narrative. Emphasis will be placed on production workflow, as well as various professional methods, procedures, techniques, skills, resources and equipment. Students will develop and present rounds of storyboards and follow a project management plan which details a concept that will be completed using advanced compositing techniques.
Prerequisite(s): VFXA335

VFXA455 Production Studio II (3-6 credits)
This course is a variable credit course in that the department can choose the amount of credit to award which is determined by the amount of time needed for the group of students at the time the course is offered. The content of the credit varies depending upon the instructor's and the students' interests. In general, this extra meeting allows students more contact with the instructor in a small group environment and more weekly interaction. This course builds on the projects and skills developed in Production Studio I. Students finalize visual effects projects, synthesizing foundation conceptual and production skills, with an emphasis placed on professional presentation and critique of their work.
Prerequisite(s): VFXA452

VFXA460 Digital Environments (3 credits)
This course is designed to expose students to the disciplines used in creating Digital Environments for VFX and Animation. Rendering and compositing techniques will be introduced to combine digital elements with live action footage. In this course students will work on individual and group projects to showcase skills in this specific expertise.
Prerequisite(s): VFXA465

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VFXA465 Digital Matte Painting (3 credits)
This course is designed to expose students to the disciplines used in creating Matte Paintings for VFX and Animation. A history of matte painting's role in the film industry will lead into discussion of concept development, composition, perspective, lighting, and compositing to match live action plates. In this course students will work on individual and group projects, with an emphasis on photorealism, to showcase skills in this specific expertise.
Prerequisite(s): VFXA425

VFXA490 Portfolio Presentation (2 credits)
In this course students will compile the digital portfolio, website and traditional portfolio. This process is to assess the strengths and weaknesses of their final presentation portfolio, to correct those weaknesses and augment the student's strengths to produce a professional demonstration DVD reel and website. Students will apply time and resource management principles to the development and production of visual special effects projects.
Prerequisite(s): VFXA431

VFXA492 VEMG Internship I (2 credits)
Students complete required hours of work under the close supervision of a design professional, to gain an understanding of actual production projects. Sales, marketing, and other aspects of the profession are included. Students have the opportunity to apply their knowledge to actual projects and gain valuable contacts.
Prerequisite(s): Permission of the Academic Chair

VIAA126 Introduction to Metals (3 credits)
Basic processes used in the design for metal work are covered in this course. Students will be able to construct and assemble simple pieces in copper, brass and silver using tools and equipment.
Prerequisite(s): None

VIAA130 Animal Anatomy for Animators (3 credits)
In this course, the historical and contemporary significance of animal imagery in art will be discussed. Students will push beyond using animal imagery as purely decorative images, and research the commonly held myths and symbolism of animals and their place in culture. Using animal imagery as an expressive vehicle is emphasized. Field trips will allow students to have the chance to study animals through direct observation.
Prerequisite(s): FNDA110

VIAA140 Three Dimensional Design (3 credits)
In this beginning course, students will explore various sculptural media to create three-dimensional form. The use of a wide range of materials will be explored for expressive manipulation.
Prerequisite(s): None

VIAA141 Figure Drawing II (3 credits)
This is an advanced course exploring the figure in a compositional context, including an exploration of color and an emphasis on the development of the student's personal style.
Prerequisite(s): VIAA149

VIAA142 Drawing II (3 credits)
In this course students will continue to expand their drawing skills with black and white media. Assignments will explore blind contour, perspective, and chiaroscuro. Handling of various media will be introduced.
Prerequisite(s): FNDA110

VIAA146 Ceramics I (3 credits)
In this beginning course, students are introduced to basic hand building techniques including slab building, pinching and coiling. A survey of historical and contemporary ceramic works introduces students to projects that emphasize craft and personal expression. Kiln firings, clay making, and the use of ceramic equipment and tools are addressed.
Prerequisite(s): None

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VIAA147 Ceramics II (3 credits)
In this course, students choose to explore a variety of clay sculpture building techniques. Students will have the opportunity to learn how to build an armature, create multiple-part projects, and assemble large works after firing. Various surface applications will be addressed as well as ceramic restoration.
Prerequisite(s): VIAA146

VIAA149 Figure Drawing I (3 credits)
This course introduces the fundamental concepts and techniques of figure drawing including anatomy, gesture, proportion, line, and value.
Prerequisite(s): Permission of the Academic Chair

VIAA151 Painting I (3 credits)
This beginning painting class is designed to introduce the painting medium as a means of recreating three-dimensional space on a two-dimensional surface. Accuracy and objective analysis of color, drawing, and composition are paramount. The class will emphasize technical painting processes.
Prerequisite(s): FNDA110 and ENCA102

VIAA242 Studio I (3 credits)
This course allows students to focus on concepts, creative problems, and the development of an artistic vocabulary to be applied to their personal vision using the media and subject matter of their choice.
Prerequisites VIAA146 and VIAA151

VIAA262 Digital Art (3 credits)
In this course, students further develop competency in computer skills as they explore the use of the computer as a tool for visual expression. Software programs designed for layout, illustration and photo retouching are used. Group critiques.
Prerequisites: None

VIAA280 Narrative and Sequence (3 credits)
Narrative and sequence have been used throughout art history to construct meaning in art. In this course, students create artworks through storytelling and multiple stages of form and imagery. This use of thematic exploration will develop and strengthen the visual vocabulary of both the fine and applied artist.
Prerequisite(s): FNDA135

VIAA300 Web Design (3 credits)
The students will have the opportunity to learn various web authoring tools and techniques in order to design and publish individual websites. Students will be encouraged to explore structural as well as experimental approaches to merge content with interactive design.
Prerequisite(s): VIAA371

VIAA333 Drawing III (3 credits)
This class will emphasize experimentation as a valid way to approach drawing. Some projects will stem from observation; others will begin intuitively. The processes developed from these modes of expression and their results will augment the students' painterly skills, and nurture their enthusiasm and sense of experimentation. We will examine drawings from a variety of figurative and non-figurative traditions and use them as a starting point. Critiques will be an integral part of this studio so the student can learn to articulate their non-verbal ideas, concepts, and methods.
Prerequisite(s): VIAA142

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VIAA340 Desktop Video (3 credits)
In this course, students use the features and functions of video editing systems. Students also explore various media available for video input and output.
Prerequisite(s): Director or Coordinator Approval Required

VIAA341 Figure Sculpture II (3 credits)
This advanced figure sculpture class will focus on sculpting the figure from clay using a live model. Emphasis on self expression and the study of anatomy of the figure will be emphasized. Hand building methods such as coiling and slab building are core elements of this course.
Prerequisite(s): VIAA345 or VIAA142

VIAA343 Figure Painting (3 credits)
Using the figure as a central theme, this course explores color relationships, mixing flesh tones, working ala prima and indirectly, both in the studio and in natural light. The figure/ground dynamic will be a central component of the course.
Prerequisite(s): VIAA149

VIAA345 Figure Sculpture I (3 credits)
This class will focus on sculpting the figure in clay using live models as reference. Emphasis will be on self-expression and the study of anatomy and proportion.
Prerequisite(s): VIAA146

VIAA347 Studio II (3 credits)
This course allows students to focus on concepts, creative problems, and the development of an artistic vocabulary to be applied to their personal vision using the media and subject matter of their choice.
Prerequisite(s): VIAA242

VIAA350 Introduction to Printmaking (3 credits)
This studio course is an introduction to the fundamentals of printmaking, incorporating drawing, painting and collage. Processes may include intaglio, relief and monotype.
Prerequisite(s): None
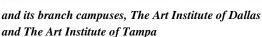
VIAA360 Intermediate Printmaking (3 credits)
This studio course will develop skills in printmaking technique which may include such processes as intaglio, relief, serigraphy, and collographs. Students will produce a signed and numbered edition of prints as well as experiment with printmaking techniques through the development of proofs
Prerequisite(s): VIAA350

VIAA361 Studio III (3 credits)
This course allows students to focus on concepts, creative problems, and the development of an artistic vocabulary to be applied to their personal vision using the media and subject matter of their choice.
Prerequisite(s): VIAA347

VIAA370 Professional Development I (3 credits)
This class will focus on career building opportunities for the visual artist. Students will have the opportunity to learn where to seek out employment opportunities, artist residencies, and professional artist workshops. They will also explore the possibility of continued study in a graduate degree program. Emphasis will be placed on researching graduate programs in visual arts and understanding the importance of a graduate level degree. Students will also learn how to apply for Teaching Assistantships in conjunction with advanced degree programs. Preparing an artist resume, applying to professional level exhibitions, and finding a gallery will also be addressed.
Prerequisite(s): FNDA135 and GWDA103

VIAA371 Professional Development II (3 credits)
This class will give visual arts students the tools they need to apply for professional level career opportunities. Upon completion of this course a student will take professional images of their work and create a professional portfolio. This will also include preparing for interviews and packaging of materials. They will write a clear and precise artist statement and cover letter for a job or for graduate level study. Presentation skills will also be addressed.
Prerequisite(s): VIAA370

VIAA380 Three Dimensional Media in Illustration (3 credits)
Through the use of a variety of materials, students develop illustrations in three dimensions. Projects will start with small-scale illustrations and work up to large-scale final projects. Emphasis is placed on representation and overcoming creative problems.
Prerequisite(s):VIAA140

VIAA400 Internship (3 credits)
Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. The students will gain the experience they need to enter the field when they graduate.
Prerequisite(s): Permission of the Academic Chair

VIAA402 Clothed Figure Drawing (3 credits)
The figure painting course focuses on painting color, texture and affects of light on drapery. Use of camera and preliminary sketches will be explored. Composition, color relations and context are also addressed.
Prerequisite(s): VIAA149

VIAA414 Animal Imagery and Archetypes (3 credits)
In this course, the historical and contemporary significance of animal imagery in art will be discussed. Commonly held myths and symbolism of animals and their place in culture will be explored. Field trips will allow students to have the chance to study animals through direct observation.
Prerequisite(s): FNDA110

VIAA422 Public Art and Entrepreneurship (3 credits)
In this course, students become aware of management concepts and their application to art businesses and organizations. Topics include organizational structure, setting objectives, long and short term planning, promotion, advertising, finance, human resources, generating proposals for Public Art projects, and legal issues relating to students' artistic careers.
Prerequisite(s): FNDA135

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VIAA428 Studio Concentration I (3 credits)
These two courses are the culmination of the student's education in his/her chosen area of concentration. Work created during these two studio courses will be exhibited, upon faculty approval, in a student-installed exhibition, which is required for this course. These courses must be taken sequentially.
Prerequisite(s): VIAA361

VIAA480 Mural Techniques (3 credits)
In this course students will be introduced to the many phases and processes inherent to mural making. We will be studying the history of the mural, from Pre-Hispanic to WPA era works and beyond. We will study how they were made, and look at the creative process involved in making them. We will learn both traditional and modern techniques of application.
Prerequisite(s): VIAA151

VIAA483 Studio Concentration II (3 credits)
These two courses are the culmination of the student's education in his/her chosen area of concentration. Work created during these two studio courses will be exhibited, upon faculty approval, in a student-installed exhibition, which is required for this course. These courses must be taken sequentially.
Prerequisite(s): VIAA428
Corequisites: VIAA484 and must be taken in the last quarter

VIAA484 Exhibition and Portfolio Development (4 credits)
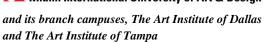This course is the culmination of the student's course of study. This course prepares the student to mount an exhibition of their work, prepare their portfolio, and produce documents supporting the development of their work.
Prerequisite(s): VIAA428
Corequisites: VIAA483 and must be taken in the last quarter

GRADUATE PROGRAMS

Graduate programs are offered only at the Miami International
University of Art & Design Campus

Design & Media Management
MASTER OF ARTS
OFFERED AT THE MIAMI CAMPUS

Managing in the design and media industry environment requires ingenuity and creative leadership. Whether you are working in a boutique design studio, a multinational media company, or a full service production facility, critically analyzing the business environment while leading an eclectic, artistic workforce is a skill-set that has historically been acquired through a long tenure in the art and design field. The Master's program in Design & Media Management offers a methodical program that bridges art and business acumen, design and data analysis, and media and business methodologies.

The Master of Arts in Design & Media Management degree program was created to prepare graduates for professional opportunities in management at a variety of art and design enterprises. The curriculum was developed to address the critical management competencies and challenges of this evolving discipline through the study of theoretical management concepts and the application of professional skills. The program has two areas of specialization: Design Management and Media Arts Management. Both specializations include a common core of six courses and four specialization courses as well as a capstone course for a total of forty-eight quarter hours.
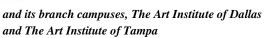
Some examples of professionals who are practicing design and media management include Creative Directors, Brand Managers, Design Strategists, Senior Art Directors, Media Managers, Interactive Managers, and entrepreneurs, as well as other management or executive positions responsible for making decisions about how design is used in an organization. Leading practitioners of design and media management work for corporations, agencies, educational institutions, and government.

Gainful Employment Information
Please visit ge.artinstitutes.edu/programoffering/3501 for program duration, tuition, fees, other costs, median debt, alumni success, and other important info on the Master of Arts in Design & Media Management program.

Master of Arts in Design & Media Management Core Courses		Credits
DMMA503	Information Management and New Technologies in Design and Media Arts	4
DMMA504	Building and Leading Creative Teams	4
DMMA505	Strategic Planning and Management in Creative Organizations	4
DMMA507	Law, Policy and Ethics in Design and Media Arts	4
DMMA508	Assessment and Analysis for Managers in Design and Media Arts	4
DMMA518	Design and Media Arts Innovation: Marketing Planning and Strategy	4

Although the core courses can be taken in any order, ALL core courses must be completed
successfully with a B or better before advancing to the specialization courses.

Specialization Courses *(Must select two courses per sequence in either Design or Media Arts.)*

Design Specialization Courses		**Credits**
DMMA515	Planning, Producing and Promoting a Design Venture	4
DMMA528	Entrepreneurship in Design	4

Media Arts Specialization Courses		
DMMA525	Planning, Producing and Promoting a Media Arts Venture	4
DMMA538	Entrepreneurship in Media Arts	4

Electives (choose 2)

DMMA506	Collaboration at a Distance	(4)
DMMA514	Communication, Grant Writing and Management in Creative Organizations	(4)
DMMA517	Creative Problem Solving	(4)
DMMA548	Project Management in Design and Media Arts	(4)
DMMA558	Managing New Technologies in Creative Organizations	(4)

Courses must be successfully completed with a grade of B or better before advancing to the Capstone course.

DMMA6000	Capstone	8

Total Credits   **48 credits**

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Film
MASTER OF FINE ARTS
OFFERED AT THE MIAMI CAMPUS

Students in the Master of Fine Arts program will have the opportunity to learn to produce films that demonstrate an engaging narrative voice as well as a mastery of technical skills. The first three quarters of the curriculum encompass the entire filmmaking process, from screenwriting and pre-production to principle photography and post-production through distribution. Beginning in the fourth quarter, students produce advanced narratives under the guidance of a faculty committee, which culminates in the capstone project intended for submission to the film festival circuit. At each stage of the production process, the committee reviews the project's progress and offers its critique of the work. Graduates of the program will have developed a body of work, which exemplifies professional standards for the visual narrative to continue their development as filmmakers in a professional setting.

Career Opportunities: The primary job opportunity for the MFA in Film is to be credentialed to teach in a film department at a college or university. This is the terminal degree for teaching. However, the MFA also provides advanced knowledge of filmmaking beyond the BFA to enhance professional opportunities.

Gainful Employment Information
Please visit ge.artinstitutes.edu/programoffering/293 for program duration, tuition, fees, other costs, median debt, alumni success, and other important info on the Master of Fine Arts in Film program.

Master of Fine Arts in Film Courses		Credits
EDUA674	Teaching Methodologies	
OR VIAA635	Topics in Digital Media	
OR VIAA645	Output in Digital Media	(3)
FLMA503	Motion Picture Postproduction I	6
FLMA505	Elements of Screenwriting	3
FLMA600	Master's Thesis Research Seminar	3
FLMA603	Motion Picture Post-Production II	6
FLMA604	Advanced Screenwriting	3
FLMA606	Film Workshops	
OR ARHA505	Issues in Contemporary Art History	(3)
FLMA607	World Cinema Aesthetics	
OR VIAA525	World Cultures and Ethnographic Studies	(3)
FLMA608	Motion Picture Business Practices	3
FLMA610	Master's Thesis I	9
FLMA613	Motion Picture Post-Production III	6
FLMA614	Creating Television Programming	3
FLMA620	Master's Thesis II	9
FLMA623	Narrative Motion Picture Production I	6
FLMA630	Master's Thesis III	9
FLMA633	Narrative Motion Picture Production II	6
FLMA643	Narrative Motion Picture Production III	6
FLMA653	Motion Picture Post-Production IV	3

Total Credits   **90**

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Graphic Design**
MASTER OF FINE ARTS
OFFERED AT THE MIAMI CAMPUS

The graphic design program focuses on the development of a cohesive, investigative body of work known as the student's thesis. At Miami International University of Art & Design, the graphic design thesis is understood to be a culmination of the many diverse projects during the student's graduate course of study.

While every thesis project is unique, there are several common features: a focus on methodology, the application of a visual method to studio work, and the organization of the work in a thoughtfully argued written document known as the Thesis.

Upon completion, graduates can pursue careers in education or as Creative Directors or Senior Graphic Designers within the following categories: package design, publication and print media design, corporate communications and signage design and planning.
**This program is no longer accepting applicants as of 7/14/14.

Gainful Employment Information
Please visit ge.artinstitutes.edu/programoffering/295 for program duration, tuition, fees, other costs, median debt, alumni success, and other important info on the Master of Fine Arts in Graphic Design program.

Master of Fine Arts in Graphic Design Courses		Credits
EDUA674	Teaching Methodologies	3
GRDA602	Graduate Studio Elective	3
GRDA505	History of Graphic Design I	3
GRDA500	Graduate Seminar I	
OR	PHLA507 Critical Thinking and Writing	(3)
GRDA502	Graduate Studio I	6
GRDA503	Typography	3
GRDA510	Graduate Seminar II	3
GRDA512	Graduate Studio II	9
GRDA515	The Process and History of Illustration	
OR	GRDA525 Exploration in Brand Design	(3)
GRDA517	Design Planning	3
GRDA600	Thesis Project Research	3
GRDA605	History of Graphic Design II	3
GRDA608	Corporate and Brand Identification	
OR	GRDA618 Illustration Concepts and Media	(9)
GRDA610	Thesis Project I	3
GRDA620	Thesis Project Studio I	9
GRDA630	Thesis Project Studio II	9
GRDA640	Thesis Project Studio III	9
GRDA650	Thesis Project II	3
PHLA660	Seminar on Aesthetics	3

Total Credits   **90**

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Interior Design
MASTER OF FINE ARTS
OFFERED AT THE MIAMI CAMPUS

The Interior Design Master of Fine Arts degree program is structured to allow the experienced or licensed designer the opportunity for focused, in-depth research and study in a specific area of the discipline that contributes to the body of knowledge in the field.

The Master of Fine Arts degree is intended for individuals interested in pursuing careers in higher education or those who seek professional career enhancement through specialized research in the field of Interior Design.

Gainful Employment Information
Please visit ge.artinstitutes.edu/programoffering/299 for program duration, tuition, fees, other costs, median debt, alumni success, and other important info on the Master of Fine Arts in Interior Design program.

Master of Fine Arts in Interior Design Courses		Credits
EDUA674	Teaching Methodologies	3
INTA500	Graduate Seminar	3
INTA502	Interior Design Graduate Studio I	9
INTA505	Societal Influences on the Built Environment	3
INTA507	Environmental Issues in Interior Design	3
INTA512	Interior Design Graduate Studio II	9
INTA515	Historic Preservation and Adaptive Reuse	9
INTA517	Theory and Criticism in Interior Design	3
INTA602	Interdisciplinary Graduate Studio Elective	
OR	INTA615 Advanced Selected Topics in Interior Design	(3)
INTA605	Selected Topics in Interior Design	
OR	INTA503 3-D Modeling I	(3)
INTA610	Interior Design Thesis Studio II	9
INTA620	Thesis Research and Writing Methodologies	3
INTA630	Thesis Writing I	3
INTA640	Interior Design Thesis Writing	3
INTA650	Interior Design Thesis Studio III	9
INTA660	Interior Design Thesis Studio I	9
PHLA507	Critical Thinking and Writing	3
PHLA660	Seminar on Aesthetics	3

Total Credits   **90**

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Visual Arts
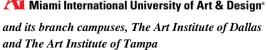MASTER OF FINE ARTS
OFFERED AT THE MIAMI CAMPUS

The graduate Visual Arts program focuses on conceptual development and critical thinking. Students choose a medium in which they are already proficient to explore as their primary emphasis, working closely with the faculty to develop their personal concepts and process. Studies in Art History, Aesthetics, and World Cultures strengthen their understanding of the contemporary art world and the context of their own art. The program culminates with a written thesis and exhibition of students' bodies of work in which students clearly document their influences and thought processes, and a thesis exhibition in which their research takes visual form.

Upon graduation, an MFA graduate can choose to become a practicing fine artist, an artist-in-residence, an exhibition curator, or to pursue a career in education or design.

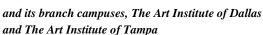### *Gainful Employment Information*
Please visit ge.artinstitutes.edu/programoffering/303 for program duration, tuition, fees, other costs, median debt, alumni success, and other important info on the Master of Fine Arts in Visual Arts program.

Master of Fine Arts in Visual Arts Courses		Credits
ARHA505	Issues in Contemporary Art History	3
ARHA515	Modern Art Seminar	3
ARHA535	Critical Theories in Art History	
OR	ARHA525 Art Deco Seminar	(3)
EDUA674	Teaching Methodologies	
OR	PHLA507 Critical Thinking and Writing	(3)
VIAA515	Idea Generation and the Creative Process	3
VIAA525	World Cultures and Ethnographic Studies	3
VIAA600	Graduate Studio I	6
VIAA602	Methodology of Discovery	3
VIAA605	Exploration of Diverse Media	3
VIAA610	Thesis Research Seminar	3
VIAA612	Visual Arts Studio Elective	3
OR	VIAA645 Output in Digital Media (3)	
VIAA620	Graduate Studio II	6
VIAA630	Graduate Studio III	6
VIAA635	Topics in Digital Media	3
VIAA640	Graduate Studio IV	9
VIAA645	Output in Digital Media	
OR	ARHA507 Critical Theories in Art History	(3)
VIAA650	Graduate Studio V	9
VIAA660	Thesis Writing Seminar	3
VIAA670	Graduate Studio VI	9
Electives (Choose 2)		
VIAA603	Graduate Seminar I	3
VIAA604	Graduate Seminar II	3
VIAA663	Professional Development Seminar	3
Total Credits		**90**

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GRADUATE COURSE DESCRIPTIONS

Course descriptions describe the learning opportunities that are provided through the classroom and coursework. It is each student's responsibility to participate in the activities that will lead to successfully meeting the learning outcomes.

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The University has sound and acceptable practices for determining the amount of credit and the credit level assigned to coursework in all of the course delivery formats used by the university. Furthermore, all new courses are evaluated and must be approved by the faculty in the respective academic department and then the University Curriculum Committee. Both the Academic Department's review and the curriculum committee's review ensure compliance and equivalency to comparable courses in the university curriculum. Any faculty member or department proposing a new course must recommend the appropriate academic credit level and number of credit hours based on how other colleges and universities offer courses for this particular subject. Courses numbered below 500 receive undergraduate credit. Those courses numbered 500 or higher earn graduate credit. Only those students who are enrolled as post-baccalaureate students can earn graduate credit.

The academic programs at the University use a quarter-hour system for the delivery of instruction, the awarding of credit, and the evaluation of academic performance. Most U.S. higher education institutions use credit hours to calculate, record, and interpret the number of earned academic or training credits that students accumulate en route to earning certifications, diplomas, degrees, and other qualifications. Institutions typically use credit hours to record all types of academic work, including independent research, and not just taught courses.

Furthermore, at the University, a quarter hour of work is the equivalent of fifty (50) minutes of class time (often referred to as a "contact hour") of instruction per week over the entire term. The credit hour is the unit by which the university measures its course work. The number of credit hours assigned to a course quantitatively reflects the outcomes expected, the mode of instruction, the amount of time spent in class, and the amount of outside preparatory work expected for class. The working understanding is that for every hour a student spends in class, the student will be assigned two hours of work outside the class.

- Lecture: If a class is pedagogically lecture oriented, Miami International University of Art & Design and its branches, and The Art Institute of Tampa, assigns one quarterly credit hour per week per hour of lecture conducted in the class. For example, a four-credit-hour General Education course is conducted primarily with four hours of lecture per week over the entire term. Thus, the credit value of four credit hours is linked to the mode of instruction (lecture), the outcomes expected (delivery of content-oriented knowledge), and the amount of time spent in class (four hours per week over the entire term).

- Lab: If a class has a lab component, Miami International University of Art & Design and its branches, and The Art Institute of Tampa, considers two hours of the lab component as one hour of credit per two hours of Lab. For example, since the majors at Miami International University of Art & Design and its branches, and The Art Institute of Tampa, are primarily from the creative disciplines, many of the upper division courses are pedagogically delivered with a lecture portion and then include a lab experience so the student can practice and experience the content of the lecture in a student-centered learning environment. Miami International University of Art & Design and its branches, and The Art Institute of Tampa, believes in *praxis,* a setting where knowledge and practice meet in a learner-centered environment.

- Studio: At Miami International University of Art & Design and its branches, and The Art Institute of Tampa, if a class is designated as a studio class, it does not necessarily have "direct instruction" or a lecture component with a lab experience. Rather, the student/students may work on the practice of a designated skill related to their respective disciplines with ongoing critique and evaluation involving help from the instructor and, in some cases, from other students. In addition, some Studio classes involve the sustained development of a Thesis topic, assignment or project, which needs extended time in class for adequate development and input from an instructor, committee, or peers.

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Miami International University of Art & Design Course Information

100-400 courses are **undergraduate** level course
500-600 courses are **graduate** level courses

Program Course Abbreviations

ADVA – Advertising
AUDA – Audio Production
BAPA – Baking & Pastry
CMMA – Computer Animation
CULA - Culinary
DFVA – Digital Filmmaking & Video Production
DMMA – Design & Media Management
FADA – Fashion Design (Bachelor)
FASA – Fashion Design (Associate)
FLMA - Film
FMDA – Fashion Merchandising
FMMA – Fashion Marketing & Management

FNDA – Foundation Studies
GADA – Game Art & Design
GR – Graphic Design (Undergraduate)
GRDA – Graphic Design (Graduate)
GWDA – Graphic & Web Design
IM – Interactive Media (Teach out)
INTA – Interior Design
MAAA – Media Arts & Animation
PHOA – Digital Photography
VIAA – Visual Arts
VFXA – Visual Effects & Motion Graphics

General Education Course Abbreviations
ARCA - Architecture
ARHA – Art History
ANTA - Anthropology
CGSA – Computer Skills
COMA – Communication
ECOA – Economics
EDUA - Education
ENCA – English Composition
ENGA – English
ESLA – English as a Second Language
GE – General Education Elective
HISA – History
HUMA – Humanities
LITA - Literature
MATA – Mathematics
PHLA – Philosophy
POLA – Political Science
PSYA – Psychology
RELA - Religions
SCIA – Sciences
SPNA – Spanish
SYGA - Sociology

ARHA505 Issues in Contemporary Art History (3 credits)
This course considers contemporary artists through the understanding of contemporary trends in art. Graduate students will examine a variety of artists through reading, research papers, presentations, and discussion.
Prerequisite(s): None

ARHA515 Modern Art Seminar (3 credits)
This course investigates art movements dating from the 20th century to the present. Graduate students will examine various artists and movements through reading, research papers, presentations, and discussion.
Prerequisite(s): None

ARHA525 Art Deco Seminar (3 credits)
Art Deco, with its influences from Art Nouveau, Cubism, Futurism, Modernism, Neo-Classicism and Bauhaus is an eclectic style of the 1920s and 1930s. This course considers the development of Art Deco through the understanding of the historical events, artists and architects who shaped the style. Graduate students will examine Art Deco art and architecture through reading, research papers, presentations, and discussion.
Prerequisite(s): None

ARHA535 Critical Theories in Art History (3 credits)
Students will gain an understanding of critical theory as it relates to the art of its time. This course will focus on readings, discussion, and the application of critical thinking, and is intended to foster critical thinking as it relates to the creative process.
Prerequisite(s): None

DMMA503 Information Management and New Technologies in Design and Media Arts (4 credits)
This course addresses managing information and providing support services from a design and media arts management perspective. Information resources include internally and externally developed information and assets, local and global communication networks, and associated hardware and software technology. Support services include the training and support of uses, operational policies and practices, disaster recovery, and security for electronic commerce within a creative enterprise.
Prerequisite(s): None

DMMA504 Building and Leading Creative Teams (4 credits)
Teams are a basic organizational building block. The purpose of this course is to provide students with the knowledge and practical skills to become a productive team leader in a creative organization. Collective creativity requires a team with a diverse set of skills. The creativity of the team is enhanced by other types of diversity such as personality type, creative style and experience level. "Building" a team means not only assembling the right set of people to do the job, but the process by which the team grows in capability and alignment. This course addresses motivation, leadership, and communications. Also included are negotiation, conflict resolution and team building.
Prerequisite(s): None

DMMA505 Strategic Planning and Management in Creative Organizations (4 credits)
This course is designed to lead students through the development, implementation, documentation, and evaluation of strategic and business planning in creative organizations. Students will develop tools and techniques that enable them to develop a long-range strategic plan as well as an operational plan in a creative enterprise. Strategic presentation skills, including data driven presentations are also covered.
Prerequisite(s): None

DMMA506 Collaboration at a Distance (4 credits)
In today's global economy, creative professionals must work in partnership with people and organizations world-wide. Small entrepreneurial companies as well as large multi-national corporations engage teams across cultural boundaries. This course examines topics such as cultural and national differences, global business practices in creative industries and communication and team skills necessary for success.
Prerequisite(s): Successful completion of all core courses with a grade of B or better.

DMMA507 Law, Policy and Ethics in Design and Media Arts (4 credits)
In this course, students explore legal and regulatory issues facing copyright holders, technology developers, and artists and designers. The impact of emerging technology, digital media, and ethical issues created by digital media will also be examined. A working knowledge of the legal system (standard legal agreements such as contracts, charters, and non-disclosure agreements), how it impacts business decisions, and how it can affect liability will also be presented.
Prerequisite(s): None

DMMA508 Assessment and Analysis for Managers in Design and Media Arts (4 credits)
This course is designed to apply financial, marketing and operations theory and tools to assess and analyze domestic and global markets, establish requirements and sources of capital, assess risks and analyze processes to meet demand. The assessment and analysis provides design and media arts organizations with the foundation to begin to address market needs.
Prerequisite(s): None

DMMA514 Communication, Grant Writing and Management in Creative Organizations (4 credits)
This course is designed to provide knowledge and skills related to the development of grant proposals that result in funding creative, non-profit organizations. Students will assess organizational needs, identify potential funding sources, and research and write a prospective proposal. They will also discuss internal and external factors that impact funding, management of resources and administration of grants.
Prerequisite(s): Successful completion of all core courses with a grade of B or better.

DMMA515 Planning, Producing and Promoting a Design Venture (4 credits)
This course focuses on design managers as they work in the context of product development, planning, marketing, and implementation. Based on the goals of a design venture, students will apply design, innovation, and business theory to realistic business opportunities with successful, meaningful application for customers. Topics will include advanced concepts of branding, strategic planning and communication.
Prerequisite(s): Successful completion of all core courses with a grade of B or better.

DMMA517 Creative Problem Solving (4 credits)
In this course, students will focus on the creative problem solving process. They will utilize generating and focusing tools in applying the problem solving process to translate ideas into useful and implementable creative products and actions. They will also gain a better understanding and appreciation of their own and others' problem-solving styles and creativity. Course topics include harnessing creativity, recognizing innovation, and solving innovation dilemmas and challenges.
Prerequisite(s): Successful completion of all core courses with a grade of B or better.

DMMA518 Design and Media Arts Innovation: Marketing Planning and Strategy (4 credits)
This course emphasizes the identification, analysis, and selection of target markets; development and management of products and services; pricing; demand analysis and forecasting, distribution systems and advertising and promotion. Forces impacting marketing strategy such as web marketing, consumer trends, and competition are examined. Students will identify opportunities at operational and strategic levels, and develop a marketing plan for a design or media arts innovation.
Prerequisite(s): None

DMMA525 Planning, Producing and Promoting a Media Arts Venture (4 credits)
This course focuses on media arts managers as they work in the context of product development, planning, marketing, engineering, and implementation. Based on the goals of a media arts venture, students will apply design and development, innovation, and business theory to realistic business opportunities with successful, meaningful application for customers. Topics will include advanced concepts of branding, strategic planning and communication.
Prerequisite(s): Successful completion of all core courses with a grade of B or better.

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DMMA528 Entrepreneurship in Design (4 credits)
Throughout this course, students will research possibilities for creating beneficial and profitable design ventures, and assess competitive environments and performance prospects. They will examine successful and unsuccessful entrepreneurial design ventures and design entrepreneurs. They will also identify the components of a business plan and examine various business plans.
Prerequisite(s): Successful completion of all core courses with a grade of B or better.

DMMA538 Entrepreneurship in Media Arts (4 credits)
Throughout this course, students will research possibilities for creating beneficial and profitable media arts ventures, and assess competitive environments and performance prospects. They will examine successful and unsuccessful entrepreneurial media arts ventures and media arts entrepreneurs. They will also identify the components of a business plan and examine various business plans.
Prerequisite(s): Successful completion of all core courses with a grade of B or better.

DMMA548 Project Management in Design and Media Arts (4 credits)
This course focuses on the creation and management of all aspects of a project plan for a design or media arts project. The student will develop skills in assessment, planning, organization and controlling the resources needed to produce a creative company's product or services and to exercise successful team management to ensure that the project is completed in a quality manner within budget and on time.
Prerequisite(s): Successful completion of all core courses with a grade of B or better.

DMMA558 Managing New Technologies in Creative Organizations (4 credits)
In this course, students will develop skills in assessing, analyzing, new types of design and media technologies and upgrades of current technology. This course also addresses decision-making related to new technology adoption and implementation, financial considerations, deployment of new technologies within the company, training, and monitoring technology trends and innovation within the creative industry.
Prerequisite(s): Successful completion of all core courses with a grade of B or better.

DMMA600 Capstone (8 credits)
This course represents the culmination of the knowledge and skills that the student has learned in this program applied to a capstone project. The course is intended to help students frame unstructured design or media art business problems or challenges, or to launch a new design or media arts product or company. Upon completion of all core and specialization course work, the student will develop a detailed plan and timeline for the capstone project and upon approval, will complete the capstone project.
Prerequisite(s): Successful completion of all courses with a grade of B or better.

EDUA674 Teaching Methodologies (3 credits)
This course introduces the graduate student to the requisite components of teaching at the college level. Curriculum design, syllabus development, the feedback loop, as well as student outcomes assessment are covered. Graduate students will design and develop a course using an established model. Additional content areas include learning style models and theories, and specific techniques and course delivery modalities will be explored.
Prerequisite(s): None

FLMA503 Motion Picture Postproduction I (6 credits)
This course meets six hours per week including a computer lab. The content of this course is an examination and application of narrative film editing using digital techniques and practices. Editing styles, transitions, storytelling and sound integration are thoroughly covered following the traditional narrative of a scene. The point of view of the producer, director, and editor will be covered as students will have the opportunity to learn continuity editing for film and television.
Prerequisite(s): None

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FLMA505 Elements of Screenwriting (3 credits)
An introduction to the fundamentals of screenwriting with an emphasis on format and story structure. Course includes plot and theme development, characterization, and dialogue. Students will analyze scripts from existing films and draft their own short screenplays. One script from this class will be produced in FL6650 Narrative Motion Picture Production II.
Prerequisite(s): None

FLMA600 Master's Thesis Research Seminar (3 credits)
Advanced research and technical writing regarding the development of each student's thesis topic is the focus here. A graduate research paper or a short narrative screenplay for the thesis production sequence is required for completion.
Prerequisite(s): All core courses must be completed before entering into this course.

FLMA603 Motion Picture Post-Production II (6 credits)
This course meets six hours per week including a computer lab. The content of this course is a continuation of Motion Picture postproduction I focusing on the art of digital audio as applied to film and video. Topics include digital editing (dialogue and music) and mixing, SMPTE synchronization, and signal processing. The student will be aware of the entire process of sound metamorphosis from beginning to end. This is a project oriented course in which students will edit projects from Narrative Motion Picture Production I.
Prerequisite(s): FLMA623

FLMA604 Advanced Screenwriting (3 credits)
This course allows the student to develop short narrative screenplays for their Narrative Motion Picture Production III project. Students will be required to complete one short script and a one-step outline of another short script.
Prerequisite(s): FLMA505

FLMA606 Film Workshops (3 credits)
This course includes workshops and seminars pertinent to completion of the master's thesis project. It may include faculty and industry professionals as guest speakers/presenters.
Prerequisite(s): FLMA610

FLMA607 World Cinema Aesthetics (3 credits)
This course offers an exploration of movies from across the globe. Students will investigate and analyze the formal elements of aesthetics and genres used to create compelling cinema in a variety of cultural settings.
Prerequisite(s): None

FLMA608 Motion Picture Business Practices (3 credits)
This course examines the responsibilities of the production manager. The course will cover script breakdown, production scheduling, and budgeting as well as feature-film financing, deal making and other legal concerns that arise during production.
Prerequisite(s): FLMA610

FLMA610 Master's Thesis I (9 credits)
This course meets nine hours per week including a monitored Film Shoot. This course initiates the thesis production sequence of the approved thesis project involving MFA committee review of defined landmarks for satisfactory completion. The pre-production phase of the thesis project is completed in this course.
Prerequisite(s): FLMA600

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FLMA613 Motion Picture Post-Production III (6 credits)
This course meets six hours per week including a computer lab. This course is a continuation of Motion Picture Post-production II focusing on effects, motion graphics and the principles of color correction. Furthermore, this course is a project oriented course in which students will edit projects from Narrative Motion Picture Production II.
Prerequisite(s): FLMA603 and FLMA633

FLMA614 Creating Television Programming (3 credits)
Survey and practical methods applied to the creation and development of a commercial television program. The class follows the process of creating a television program from concept to production. Subjects covered include techniques for developing pitches, basic budgeting and production design, how to balance cost vs. ideas, different funding methods for cable and broadcast, and how to actually present a project to programming executives.
Prerequisite(s): FLMA610

FLMA620 Master's Thesis II (9 credits)
This course meets nine hours per week including a monitored film shoot. This course is a progressive continuation of the thesis production sequence involving MFA committee review. The shooting and production phase of the thesis project is completed in this course.
Prerequisite(s): FLMA610

FLMA623 Narrative Motion Picture Production I (6 credits)
This course meets six hours per week including a monitored Film Shoot. In this course students are introduced to the standard industry techniques and protocols of film production. Emphasis will be on pre-production and production practices and scene exercises in directing. Training in the care and operation of sync-sound film production equipment is included.
Prerequisite(s): None

FLMA630 Master's Thesis III (9 credits)
This course meets nine hours per week including a monitored Film Shoot. This course is the termination of the thesis production sequence. It requires a MFA committee review for successful completion. The post-production phase of the thesis project is completed in this course.
Prerequisite(s): FLMA620

FLMA633 Narrative Motion Picture Production II (6 credits)
This course meets six hours per week including a monitored Film Shoot. In this course students will analyze the films produced in Narrative Motion Picture Production I and build on their filmmaking skills by producing an original short narrative film. Emphasis will be placed on script to screen practices for an original work and industry standard procedures.
Prerequisite(s): FLMA623

FLMA643 Narrative Motion Picture Production III (6 credits)
This course meets six hours per week including a monitored Film Shoot. In this course students will analyze the films produced in Narrative Motion Picture Production II and build on their filmmaking skills by producing a second short narrative film from a script produced in FLMA604 Advanced Screenwriting. Emphasis will be placed on advanced techniques in directing and visual design.
Prerequisite(s): FLMA633

FLMA653 Motion Picture Post-Production IV (3 credits)
A continuation of Motion Picture Post- production III emphasizing advanced application of effects, motion graphics and the principles of color correction. This is a project oriented course in which students will edit projects from Narrative Motion Picture Production III.
Prerequisite(s): FLMA613 and FLMA643

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GRDA500 Graduate Seminar I (3 credits)
Timely, pressing and/or controversial issues in graphic design will be researched in depth. The information gathered will be used as a basis for panel discussion and debate. Students gain experience in articulating and develop deeper understanding of major design issues through research and by exposure to other viewpoints.
Prerequisite(s): None

GRDA502 Graduate Studio I (6 credits)
This course is a Studio course that meets six hours per week over the entire quarter and functions in a Seminar style. Students pursuing an MFA degree in graphic design are expected to develop a consistent body of work in conjunction with a clearly developed and researched thesis supporting that work. The Graduate Studio allows the student the time and place to begin developing and exploring the visual component of their research and direction in graphic design, as well as share and exchange ideas with the instructor and their peers in open critiques. The first Graduate Studio emphasizes exploration of various media and expands the student's experience and to try new media.
Prerequisite(s): None

GRDA503 Typography (3 credits)
This Typography course is a master's level course dealing with the anatomy and design specifics of letterforms. Students will design their own typeface in both upper and lower case based on the design of a personal 27th letter, symbol or ligature. As all work done for the graphic design department, these particular designs will be concept driven and have a literary base.
Prerequisite(s): None

GRDA505 History of Graphic Design I (3 credits)
This graduate level course focuses on major topics in the history of graphic design. Part one examines design from the illuminated manuscript through design of the nineteen hundreds. This is both a lecture and a studio course.
Prerequisite(s): None

GRDA510 Graduate Seminar II (3 credits)
More subjects of current design trends and concepts will be explored in-depth with research and discourse to allow the student to broaden their knowledge and ability to articulate. A design project will also be assigned, as well as the beginning articulation of choosing a thesis topic.
Prerequisite(s): GRDA500

GRDA512 Graduate Studio II (9 credits)
This course is a Studio course that meets nine hours per week over the entire quarter and functions in a Seminar style including one hour of personal advisement from the Instructor per week. This course is a continuation and further refinement of the visual exploration process with a more focused approach. The outcome of this course is the narrowing down of the topic and visual form and media of the thesis project.
Prerequisite(s): GRDA502 and MFA Committee Topic Approval

GRDA515 The Process and History of Illustration (3 credits)
This course is an in depth survey of illustration and its processes. The history of illustration and its effects on graphic design will be covered from the late 19th Century through work being done today. Students will be made aware of the changes and growth of the field of illustration as well as how the work was created and the tools used for creation. Discussions will include the business of illustration and client relationships. Assignments based on various media as well as concept will be given to better understand the process by which work was and is accomplished.
Prerequisite(s): None

GRDA517 Design Planning (3 credits)
In this class students develop a master plan that proposes interdisciplinary design solutions to deal with a real, existing, major, sociopolitical problem. A comprehensive final presentation made at the end of the course will show the overview and plan details and how the plan would be implemented. Actual site plan, records, statistical, and demographic information will need to be gathered by students, since the problems are real. Students are expected to shoot supplemental digital photography in order to place graphics in environments and to show other design solutions in their physical locations.
Prerequisite(s): None

GRDA525 Exploration in Brand Design (3 credits)
A second level branding course for those students running on the corporate track of graphic design. Students will present a plan of study for approval by the Academic Affairs Office and with advice from their thesis project advisor. Areas of study to augment their thesis project can be explored.
Prerequisite(s): Director or Coordinator Approval Required and GRDA608

GRDA600 Thesis Project Research (3 credits)
This course will help the students to compose research documents and their thesis. In view of that, the course will elucidate methods to ascertain the research problem or to show how the anticipated results might cast light on a design problem. Furthermore, the class will prepare the students to write more confidently on the chosen topic and present well-structured, well reasoned and answerable questions as the focus of their thesis.
Prerequisite(s): MFA Committee Thesis Topic Approval

GRDA605 History of Graphic Design II (3 credits)
Part two covers graphic design from the 1900s to the present. The class will consist of lectures, research, and design projects.
Prerequisite(s): None

GRDA608 Corporate and Brand Identification (9 credits)
This course meets nine hours per week over the entire quarter including one hour of personal contact with the Instructor per week. This course will further the student's knowledge and mastery of overall corporate design and the positioning of products under a corporate identity by exploration based on both case study and the exploitation of archetypical markets. Students will complete assignments that will include creating a corporate identification system, five brands, and campaigns positioning said brands for a total of fifteen finished pieces. Project parameters are fluid depending on the needs of the student and marketplace. The outcome of this course will result in a significant body of work. This course will include critique and involvement of both the Instructor and the student's peers in the course.
Prerequisite(s): GRDA503

GRDA610 Thesis Project I (3 credits)
This course will prepare the student to begin the thesis phase of the graduate program. Students will gain a working knowledge of the requirements for fulfillment of the graduate thesis and the MLA writing style. It is expected that the graduate student will form the framework for the written portion of their thesis during this course.
Prerequisite(s): GRDA600

GRDA618 Illustration Concepts and Media (9 credits)
This course meets nine hours per week over the entire quarter including one hour of personal contact with the Instructor per week. This course is for those students whose thesis work will be focused on illustration for editorial and/or advertising needs. Students will explore concepts and various media, both traditional and electronic. The exploration process will be done individually and in groups with input from the Instructor and peers.
Prerequisite(s): GRDA503

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GRDA620 Thesis Project Studio I (9 credits)
This course meets nine hours per week over the entire quarter including one hour of personal contact with the Instructor per week. The thesis project studio course focus on the visual component of the Graphic Design thesis. Work for the thesis project will reflect research done for the written component and vice versa. This body of work will be professional and original at all levels. In this first level class an exploratory body of work related to written thesis topic will be created. Full faculty review of the student's progress with the thesis project will take place during each of the final three quarters.
Prerequisite(s): GRDA512 and MFA Committee Thesis Project Approval

GRDA630 Thesis Project Studio II (9 credits)
This course meets nine hours per week over the entire quarter including one hour of personal contact with the Instructor per week. In the second level course, the thesis visual component will be developed more fully. By the end of quarter 5 all the logistics and decisions should be made on media and what the final body of work should encompass.
Prerequisite(s): GRDA620

GRDA640 Thesis Project Studio III (9 credits)
This course meets nine hours per week over the entire quarter including one hour of personal contact with the Instructor per week. The fully-realized body of work related to written thesis topic should be created and completed during this course. The MFA faculty committee will be evaluating the progress and completion of this body of work during the meetings of the class.
Prerequisite(s): GRDA630

GRDA650 Thesis Project II (3 credits)
This course completes the thesis writing process to meet the requirements of the program. Students will apply their research to the completion of a written document that meets program requirements and will be kept on file in the library.
Prerequisite(s): GRDA610

INTA500 Graduate Seminar (3 credits)
This course will introduce topics discussed by Interior Design Faculty members and guests. Each topic will be a catalyst to promote dialogue for discussion amongst the students and guest lecturers. Reading assignments will help reinforce the topics discussed. Critical Analysis and discussion will allow graduate students to open dialogue for personal topic proposals.
Prerequisite(s): None

INTA502 Interior Design Graduate Studio I (9 credits)
This course meets nine hours per week over the entire quarter including one hour of personal contact with the Instructor per week. The graduate studio allows the student the time and place to begin developing and exploring the visual and functional component of their research and direction in interior design, as well as share and exchange ideas with the instructor and their peers in open critiques. The first Graduate Studio focuses on applying the concepts introduced and discussed in Environmental Issues in Interior Design.
Prerequisite(s): None

INTA505 Societal Influences on the Built Environment (3 credits)
In this course students explore factors in our society that influence the design and utilization of the built environment. Research topics, lectures, and discussions will cover demographics, an aging population, climatic, economic, and security factors.
Prerequisite(s): INTA507

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INTA507 Environmental Issues in Interior Design (3 credits)
Graduate students in this course will discuss and criticize current environmental legislation, codes, and regulations as they apply to Interior Design. Case studies that follow LEED, sustainability, EPA, and ADA guidelines will be used to direct the discussions. Students are expected to research and present case study work that is pertinent to environmental issues at hand.
Prerequisite(s): None

INTA512 Interior Design Graduate Studio II (9 credits)
This course meets nine hours per week over the entire quarter including one hour of personal contact with the Instructor per week. The second graduate studio allows the student the opportunity to continue to explore presentation techniques while applying concepts from Societal Influences on the Built Environment.
Prerequisite(s): INTA515

INTA515 Historic Preservation and Adaptive Reuse (9 credits)
This course meets nine hours per week over the entire quarter including one hour of personal contact with the Instructor per week. This course examines the history, methodology, and practice of historic preservation. Topics of discussion include: researching historic structures, economic and legal issues in preservation, and an overview of materials found in historic structures and adaptive reuse buildings. Miami has a large inventory of mid-Twentieth Century architecture, specific to our region, available for the purpose of this study. The resulting interior design solution will be one in which the redevelopment plan meets community standards for commercial viability. Interface between students and local community groups, city officials, and prospective clients will be encouraged.
Prerequisite(s): INTA502

INTA517 Theory and Criticism in Interior Design (3 credits)
This course surveys the major concepts of Interior Design theory and criticism from the late nineteenth century beginnings of the Interior Design profession to modern times. Readings and research projects focus on how the Interior Designer expresses and conceptualizes the visual impact of interior spaces. Theoretical concepts such as innovation, imitation, historicism, and modernity are discussed.
Prerequisite(s): None

INTA602 Interdisciplinary Graduate Studio Elective (3 credits)
Interior Design students have the opportunity to enroll in any graduate course in another major provided that they meet the prerequisites for the course.
Prerequisite(s): INTA512 and Director or Coordinator Approval Required

INTA605 Selected Topics in Interior Design (3 credits)
In this course, current design trends, concepts, theories, and issues will be explored in-depth with research and discourse to allow the student to continue to strengthen their knowledge base. Topics may be pre-selected by the faculty or by the students in the class and will include topics such as: vernacular and regional architecture and design, universal design, or design for specialized markets.
Prerequisite(s): Director or Coordinator Approval Required

INTA610 Interior Design Thesis Studio II (9 credits)
This course meets nine hours per week over the entire quarter including one hour of personal contact with the Instructor per week. In the second level course, the thesis visual component will be developed more fully. By the end of the fifth quarter, all of the logistics and design decisions should be made and the student should have a clear plan for what the final body of work will encompass.
Prerequisite(s): Director or Coordinator Approval Required

INTA615 Advanced Selected Topics in Interior Design (3 credits)
In this course, current design trends, concepts, theories, and issues are further explored in-depth with research and discourse to allow the student to continue to strengthen their knowledge base. Students will refine thesis abstracts and narratives focusing on applications in the interior design profession.
Prerequisite(s): Director or Coordinator Approval Required

INTA620 Thesis Research and Writing Methodologies (3 credits)
This course will help the students to compose research documents and their thesis. In view of that, the course will elucidate methods to ascertain the research problem or to show how the anticipated results might cast light on a design problem. Furthermore, the class will prepare the students to write more confidently on the chosen topic and present well-structured, well reasoned and answerable questions as the focus of their thesis.
Prerequisite(s): Director or Coordinator Approval Required

INTA630 Thesis Writing I (3 credits)
This course will prepare the student to begin the thesis phase of the graduate program. Students will gain a working knowledge of the requirements for fulfillment of the graduate thesis and the MLA writing style. It is expected that the graduate student will form the framework for the written portion of their thesis during this course.
Prerequisite(s): INTA620

INTA640 Interior Design Thesis Writing (3 credits)
This course completes the thesis writing process to meet the requirements of the program. Students will apply their research to the completion of a written thesis document that informs the viewer and complements the visual component(s) of the project.
Prerequisite(s): INTA630

INTA650 Interior Design Thesis Studio III (9 credits)
This course meets nine hours per week over the entire quarter including one hour of personal contact with the Instructor per week. The fully-realized body of work related to the written thesis topic will be completed during this course. Students will continue to meet with their MFA Thesis Advisor during the term and will present the final project and document for full Committee approval.
Prerequisite(s): INTA610

INTA660 Interior Design Thesis Studio I (9 credits)
This course meets nine hours per week over the entire quarter including one hour of personal contact with the Instructor per week. The thesis project studio course focuses on the visual component of the MFA in Interior Design Thesis. Work for the thesis project will reflect research done for the written component. In the first level class an exploratory body of work related to the written thesis topic will be created. Full faculty review of the student's progress with the thesis project will take place during each of the final three quarters.
Prerequisite(s): INTA512

PHLA507 Critical Thinking and Writing (3 credits)
This course will develop the student's ability to recognize and analyze the elements of an argument. Thus, the course will discuss how to identify claims and the kinds of evidence needed to support a particular claim or premise. Moreover, the various fallacies of reasoning will be discussed as well as the difference between inductive and deductive reasoning. The student will not only identify and analyze arguments and claims, but the student will also learn how to construct a written, cogent argument. Furthermore, this course will include a brief introduction to symbolic logic.
Prerequisite(s): None

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PHLA660 Seminar on Aesthetics (3 credits)
This graduate level seminar discusses the views, on Aesthetics, from selected, western philosophers from Plato through the twentieth century. The student will be required to read original sources in this seminar. Although an initial overview of "Aesthetics" will be given, the course will focus on the writings of selected philosophers as they address the topic of Aesthetics. Furthermore, the student will be required to compare and contrast the positions of the selected philosophers of study.
Prerequisite(s): None

VIAA515 Idea Generation and the Creative Process (3 credits)
This course will investigate the formulation of ideas and turn them into personal statements. The works of contemporary artists, architects, and designers will be studied to examine the diverse ways in which this is done. Graduate students will be expected to develop ideas and processes of their own in diverse media and be able to describe them in an articulate manner during group critiques. The studio will be handled as a high-energy laboratory in which ideas are created.
Prerequisite(s): None

VIAA525 World Cultures and Ethnographic Studies (3 credits)
This course is an overview of the world's diverse cultures and their artistic heritage. Students will examine and compare them to each other and discuss their legacy in Western art.
Prerequisite(s): None

VIAA600 Graduate Studio I (6credits)
Graduate Studio is designed to allow students the opportunity to develop a consistent body of work in their field of emphasis. This concentration, as a major component of their coursework, is repeated every quarter. In this course, students will view and critique each other's work, plan and organize field trips to local art exhibitions, and organize guest lecturers. Beginning in the QUARTER 4, students will meet with their chosen committee on an ongoing basis to better articulate their thesis ideas and further develop a significant body of work. Students will be expected to support their thesis project through the oral and visual languages.
Prerequisite(s): None

VIAA602 Methodology of Discovery (3 credits)
Students are encouraged to experiment with combining media, and discovering their possibilities and limitations in relation to their chosen area of interest.
Prerequisite(s): None

VIAA603 Graduate Seminar I (3 credits)
This course, the first of two seminars, will introduce topics discussed by Visual Arts faculty members and guests. Each topic will be a catalyst to promote a dialogue among the students, instructor and guest lecturers. Reading assignments and fieldwork will be used to reinforce the discussion topics. Critical analysis and research will assist the graduate students in enriching their personal topic proposals.
Prerequisite(s): Director or Coordinator Approval Required

VIAA604 Graduate Seminar II (3 credits)
This course, the second of two seminars, will introduce topics discussed by Visual Arts faculty members and guests. Each topic will be a catalyst to promote a dialogue among the students, instructor and guest lecturers. Reading assignments and fieldwork will be used to reinforce the discussion topics. Critical analysis and research will assist the graduate students in enriching their personal topic proposals.
Prerequisite(s): Director or Coordinator Approval Required

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VIAA605 Exploration of Diverse Media (3 credits)
To expand concepts of traditional media, students are encouraged to experiment beyond their discipline by taking classes outside their area of interest.
Prerequisite(s): Approval of the instructor is required

VIAA610 Thesis Research Seminar (3 credits)
This seminar assists the student with thesis research and writing. The seminar consists of lecture, discussion, and independent research. The student will be introduced to research methods and structural frameworks for thesis writing. By the end of this course the candidate will have formed his/her committee and completed the Thesis Committee Appointment Form.
Prerequisite(s): VIAA630

VIAA612 Visual Arts Studio Elective (3 credits)
To broaden their base of understanding, graduate students are required to take a visual arts course outside their field of emphasis.
Prerequisite(s): Course selection should be presented to their advisor for approval

VIAA620 Graduate Studio II (6 credits)
This course meets nine hours per week over the entire quarter including one hour of personal contact with the Instructor per week. The continuation of the Graduate Studio is designed to allow students the opportunity to develop a consistent body of work in their field of emphasis. This concentration, as a major component of their coursework, is repeated every quarter. In this course, students will view and critique each other's work, plan and organize field trips to local art exhibitions, and organize guest lecturers. Beginning in the fourth quarter, students will meet with their chosen committee on an ongoing basis to better articulate their thesis ideas and further develop a significant body of work. Students will be expected to support their thesis project through the oral and visual languages.
Prerequisite(s): VIAA600

VIAA630 Graduate Studio III (6 credits)
This course meets nine hours per week over the entire quarter including one hour of personal contact with the Instructor per week. The continuation of the Graduate Studio is designed to allow students the opportunity to develop a consistent body of work in their field of emphasis. This concentration, as a major component of their coursework, is repeated every quarter. In this course, students will view and critique each other's work, plan and organize field trips to local art exhibitions, and organize guest lecturers. Beginning in the fourth quarter, students will meet with their chosen committee on an ongoing basis to better articulate their thesis ideas and further develop a significant body of work. Students will be expected to support their thesis project through the oral and visual languages.
Prerequisite(s): VIAA620

VIAA635 Topics in Digital Media (3 credits)
During this experimental studio class, students will discuss and genereate work based upon the contemporary art zeitgeist of digital art and new media. Within the studio component of the class students will learn software that supports experimentation and discussion relevant to the contemporary art cannon. Emphasis will be placed on conceptual development and critical analysis.
Prerequisite(s): None

VIAA640 Graduate Studio IV (9 credits)
This course meets nine hours per week over the entire quarter including one hour of personal contact with the Instructor per week. Graduate Studio is designed to allow students the opportunity to develop a consistent body of work in their field of emphasis. This concentration, as a major component of their coursework, is repeated every quarter. In this class, students will view and critique each other's work, plan and organize field trips to local art exhibitions, and organize guest lecturers. Students will meet with their chosen committee on an ongoing basis to better articulate their thesis ideas and further develop a significant body of work. Students will be expected to support their thesis project through the oral and visual languages.
Prerequisite(s): Director or Coordinator Approval Required

VIAA645 Output in Digital Media (3 credits)
Contemporary digital media will be a catalyst for graduate students to broaden their base of understanding and develop new technical skills in digital imaging with an emphasis on experimentation and the art object. Critical analysis and research will assist the graduate students in creating a dialogue about their work while enabling them to develop an awareness of contemporary trends in digital media.
Prerequisite(s): None

VIAA647 (3 Credits)
Studio Media and the Impact of the Multiple
This course will explore the use of the multiple object or image in art. Media such as ceramics, printmaking, or photography will be used as a springboard for students to explore the impact of the multiple image or art object to express their artistic vision and allow for critical discourse and experimentation.
Prerequisite(s): None

VIAA650 Graduate Studio V (9 credits)
This course meets nine hours per week over the entire quarter including one hour of personal contact with the Instructor per week. The continuation of the Graduate Studio is designed to allow students the opportunity to develop a consistent body of work in their field of emphasis. This concentration, as a major component of their coursework, is repeated every quarter. In this class, students will view and critique each other's work, plan and organize field trips to local art exhibitions, and organize guest lecturers. Students will meet with their chosen committee on an ongoing basis to better articulate their thesis ideas and further develop a significant body of work. Students will be expected to support their thesis project through the oral and visual languages.
Prerequisite(s): VIAA640

VIAA660 Thesis Writing Seminar (3 credits)
This course is intended to guide graduate students through the drafting stages of their theses. The written thesis should be a 20-40 page document that coherently discusses the content, development, and concerns and concepts of the student's work. It is an opportunity for the student to frame his or her studio practice within a broader theoretical and historical context. The thesis paper should situate the student's work within contemporary arts practice and theory, discuss antecedents and analyze the relationship of his or her work to those antecedents. The thesis should present a thorough analysis and understanding of the student's studio work.
Prerequisite(s): VIAA605

VIAA663 Professional Development Seminar (3 credits)
This class will focus on career building opportunities for the visual artist. Students will research artist residencies, professional artist workshops and exhibition opportunities. Photographing work, correcting images and preparing business cards, an artist resume, a digital portfolio and a website will also be addressed.
Prerequisites(s): Director or Coordinator Approval Required

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VIAA665 Documentation, Experience, and the Artistic Vision I (3 Credits)
This is one of two courses that allow students to create art that is inspired by document, experience, and research of specific venues of artistic interest. Filed trips and off campus events will allow for students to gain fresh perspectives on their art. These two courses enable a comprehensive art making experience from research to exhibition. These courses do not need to be taken sequentially.
Prerequisite(s): None

VIAA666 Documentation, Experience, and the Artistic Vision II (3 Credits)
This is one of two courses that allow students to create art that is inspired by document, experience, and research of specific venues of artistic interest. Filed trips and off campus events will allow for students to gain fresh perspectives on their art. These two courses enable a comprehensive art making experience from research to exhibition. These courses do not need to be taken sequentially.
Prerequisite(s): None

VIAA670 Graduate Studio VI (9 credits)
This course meets nine hours per week over the entire quarter including one hour of personal contact with the Instructor per week. The final Graduate Studio is designed to allow students the opportunity to develop a consistent body of work in their field of emphasis. Students will meet with their chosen committee on an ongoing basis to better articulate their thesis ideas and further develop a significant body of work for exhibition. Students will be expected to support their thesis project through the oral and visual languages.
Prerequisite(s): VIAA650

VIAA676 Function & Experience (3 Credits)
This course explores the history and practice of the utilitarian art object. Students will research and explore the idea of function and purpose in art and create projects that push well beyond the expected and what is considered to be functional or even practical. Contemporary art that explores these topics will be the basis for research that merges concept with form.
Prerequisite(s): None

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GENERAL INFORMATION

The University has a long tradition of academically and practically preparing students for careers in their chosen field of study. The University provides a challenging educational environment that combines the conceptual framework for each respective academic discipline in combination with the practical skills needed to reach your professional goals as a fully educated person. Miami International University of Art & Design's approach to education responds to changing technologies and the needs of the marketplace. The University is proud of its mission of providing graduates with both academics and the creative and technical skills demanded by today's employers. The University provides employers with employees who can think critically, write and speak well, and have the appropriate practical skills to perform the tasks associated with their jobs.

ADMISSIONS

Students may begin their undergraduate program of study at the start of any academic quarter: Fall, Winter, Spring, or Summer. Students may also begin at Mid-Quarter starts, which feature an accelerated schedule for courses completed during the second half of each quarter. Admissions decisions are made on a rolling basis and students are encouraged to apply as early as possible prior to their intended start date. All prospective students are encouraged to visit the campus they are interested in attending. All new students must have an admissions interview. To schedule an interview, please contact the admissions office at the corresponding location.

UNDERGRADUATE PROGRAM

Admissions decisions are made by the Admission's Committee, comprised of University faculty. The Admissions Committee determines whether an applicant can benefit from the education at the University and be successful based upon his or her academic record, essay, and how well the applicant's stated education and career goals relate to the chosen program of study. The Committee may request additional information or require the applicant to meet with Academic Affairs or other personnel prior to making a final decision.

Students who require additional educational assistance are referred to appropriate government agencies or other specialized education institutions equipped to appropriately meet their needs. Students in need of additional academic support may also be required to complete developmental studies courses to fulfill proficiency requirements. See Developmental Studies and/or Academic Placement Testing sections for more information. Services for students with disabilities are described in the Services for Students with Disabilities section.

HOW TO APPLY
Applications may be submitted at any time of year and should be directed to the appropriate location as follows:

- Admissions, Miami International University of Art & Design, 1501 Biscayne Blvd., Suite 100, Miami, Florida 33132-1418. Requests for application information should be made by calling 1-800-225-9023 or 305-428-5700, faxing 305-374-5933, or visiting the web site at http://www.aimiu.aii.edu.

- Admissions, The Art Institute of Tampa, a branch of Miami International University of Art & Design, 4401 N. Himes Avenue, Suite 150, Tampa, Florida 33614-7001. Requests for application information should be made by calling 1-866-703-3277 or faxing 813-873-2171, or visiting the web site at http://www.artinstitutes.edu/tampa/.

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APPLICATION REQUIREMENTS FOR FIRST-TIME COLLEGE STUDENTS

Students attending college for the first time and pursuing their first associate's or baccalaureate must complete the following in order to begin the enrollment process:

1. Personal interview. Students are required to meet with a school representative in the Office of Admissions. A telephone interview can fulfill this requirement under certain circumstances. The purpose of the interview is to explore the student's background and interests and how they relate to the University's programs, to assist the student in identifying the appropriate area of study consistent with his or her background and interests, and to provide information concerning the curriculum and support services at the University.
2. Complete application for admission, including required essay.
3. For admission to the University, an applicant is required to be a high school graduate, have an official General Educational Development (GED®) certificate, or meet the state requirements of being home-schooled. Evidence of this can be an official transcript or an official GED certificate. Home-schooled students will be required to demonstrate that they have completed the minimum requirements established by the state. It is up to the University to decide if the issuer of the documentation and the documentation provided is acceptable. Before a student may begin studies, he or she must have earned the above. An applicant still in high school will be considered for conditional early acceptance contingent upon proof of graduation. Students will be asked to leave and their enrollment cancelled if they do not provide any of the documents required for admission within 30 days of matriculation. The University will not accept a diploma received as a result of testing or "fast track" as proof of high school graduation. A certificate of attendance or completion is not acceptable.

   International High School Transcripts: To provide proof of graduation and equivalency to American Institutions, a student with an International High School transcript will need to provide an official evaluation from a National Association of Credential Evaluation Services (NACES) approved credential evaluation server. The evaluation must be of all official copies of all educational transcripts and diplomas. "Official" means transcripts sent directly from the Institution that is confirming the Academic record of the applicant. The only exception to this requirement is if the International High School is regionally or nationally accredited by an American regional accrediting body or approved national accrediting body.

   NOTE: Any official transcripts, either high school or college, become part of the University admission process and will not be returned to the student. Furthermore, a portfolio of the student's work may or may not be required depending on the program and campus chosen. Please check with the Admissions department of the specific campus for portfolio requirements. Please do not send original work. Portfolios cannot be returned.

4. Official report of Accuplacer test scores. SAT or ACT test scores can be used in place of the Accuplacer test. If the applicant has not taken any of these tests prior to application, the Accuplacer test may be taken at any of the University's campuses. Accuplacer, SAT, or ACT test scores are only used for course placement purposes to determine the need for developmental course work in English. To have ACT and SAT test scores reported directly, please use the following code numbers for the campus you plan to attend:

Miami International University of Art & Design
ACT Code: 6118SAT Code: 5327

The Art Institute of Tampa
ACT Code: 6003SAT Code: 6314

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ADMISSION COMMITTEE LITERACY REVIEW ESSAY POLICY

A student must demonstrate literacy, defined as the ability to read and write at a level that allows him or her to be successful in a college level course, with reasonable remediation allowed, in order to be accepted into The Art Institutes. The admission essay will be assessed by a faculty/academic committee (ADCOM) and scored at one of two levels: Meets standard or does not meet standard. No student may be admitted to an Art Institute without an essay that Meets Standard. An essay may only be rewritten one time for each start, and any appeal decision by the Dean or his or her designee is final. The evaluation of writing ability is useful in determining the applicant's compatibility with the program's course of study and in determining the applicant's ability to write and develop ideas according to the rules of Standard English.

I.   Essay Requirements

    a.   Applicants must write an essay of at least 250 words, answering the following prompts:

What are your career goals and how do you expect your education at Miami International University of Art & Design and its branch campuses, The Art Institute of Dallas and The Art Institute of Tampa to help you attain them? In what ways will you participate and commit to your education in order to be successful?

    b.   The documents/directions to be provided to the student are in Procedures for ADCOM Literacy Review Student Handout.
    c.   All prospective students must be assessed for college readiness in literacy except applicants who have attended another Art Institute and who have documentation of an accepted essay to that school in the student file.
    d.   If an applicant was accepted by another Art Institute and did not attend, or if the applicant attended and failed or withdrew from all classes, the student must apply through the normal admissions process.
    e.   All members of ADCOM and admissions staff will be trained on the essay and the rubric.
    f.   Scoring on the rubric is as follows:
        i.   Meets Standard: Student is considered literate and may be accepted as long as all other admission requirements are met.
        ii. Does not meet standard: Student does not meet the literacy standard and may not be accepted even if all other admission requirements are met.
        iii. Students will be notified of their essay results in writing by the admissions office.

II. Appeals Process (Rewrite).

    a.   The student may request to rewrite the essay only one time for each start and is advised to first meet with the appropriate academic official (Dean of the Campus or his or her designee) to discuss his or her score. That official may not be a member of the Admissions Committee (ADCOM.)
    b.   The applicant must submit the appeal (rewrite) essay to the Admissions representative (Enrollment Processor/Admissions Office Manager) for processing prior to the start date.
    c.   The Essay rewrite must follow the same requirements and guidelines as indicated in section I.
    d.   Any decision on the results of the rewrite is to be considered final.
    e.   The applicant must meet ALL admissions requirements for full acceptance to the school

CERTIFICATE OF COMPLETION FOLLOWED BY CONTINUED EDUCATION

High school students who have completed the required coursework for graduation but have not earned passing scores on the FCAT or have not achieved a minimum cumulative GPA of 2.0 are eligible to receive a certificate of completion. The certificate of completion does not carry any of the privileges of a standard high school diploma. These students should be encouraged to participate in summer school, return for continued education during the following school year, or enroll in a GED preparation program through an adult education program.

If a student has a "Certificate of Completion" *and* has attended an accredited college or university *and* has successfully completed *and* passed 30 semester credit hours or 45 quarter credit hours at the college level, then, the student can be *considered* for admission to Miami International University. The successful completion (passing grades) of 30 semester credit hours or 45 quarter credit hours meets the criteria of "ability to benefit" for admission to Miami International University. A stand alone "Certificate of Completion" without the additional college or university course work does not suffice for admission to Miami International University.

APPLICATION REQUIREMENTS FOR TRANSFER STUDENTS

Students who have earned at least a baccalaureate degree, an associate degree, or 48 college level credits from another regionally or nationally accredited college/university must complete a personal interview (see requirement one above), submit an application and any required essay (see requirement two above), and take the Accuplacer (see requirement four above) in addition to providing official transcripts from the prior college/university showing all courses and degrees earned. Transcripts should be mailed or faxed directly from the college/university attended to the Admissions Office of the campus the student is planning to attend.

QUARTER CREDIT HOUR DEFINITION

A quarter credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:
(1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for 10-12 weeks, or the equivalent amount of work over a different amount of time; or
(2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

APPLICATION REQUIREMENTS FOR STUDENTS SEEKING A SECOND BACCALAUREATE DEGREE

Students who have earned a degree from another regionally or nationally accredited college/university must complete requirement one and two above, in addition to providing official transcripts from the prior college/university showing all courses and degree earned. Transcripts should be mailed or faxed directly from the college/university attended to the Admissions Office of the campus the student is planning to attend.

ADVANCED STANDING AND PROFICIENCY CREDIT

Please see the Registrar's section on Advanced Standing, Proficiency Credit, and Transfer Credits.

INTERNATIONAL STUDENTS - ADMISSIONS POLICY

All international students must meet the same admissions standards as all other students when seeking to enroll in the University. Please refer to Admissions Requirements. Those international students applying to SEVP-certified schools and requiring the school's sponsorship for international student visa status (Form I-20) must meet the additional requirements listed below. The University requires nonimmigrant students present in Visa Waiver, B-1,

and B-2 status to change visa to F-1 or other qualifying status prior to enrolling in programs of study (other than avocational or recreational courses). Students in F-2 or M-2 status may enroll on a part-time basis where available. Please note that some programs may not be eligible for international students requiring Form I-20 sponsorship. Please ask to speak with a University International Admissions Representative for more detail.

Important International Student Disclosure – International students attending Art Institute locations under F-1 visas (Form I-20) are required to maintain a "full course of study" during each academic term of their programs of study. For undergraduate (non-degree, Diploma, Associates, and Bachelors-level programs) students, this is defined as a minimum of 12 credits per academic term. Graduate programs will vary by program of study. Not more than 1 online course or 3 online credits per academic term may be counted toward meeting the "full course of study" requirement. Please note that not all Art Institute locations offer online courses. Speak with an admissions representative for more information. Program and course offerings are subject to change and international students may be required to take additional courses to meet the full course of study requirement. International students should work closely with the International Student Advisor to ensure all requirements of their visa statuses are met.

THIS SCHOOL IS AUTHORIZED UNDER FEDERAL LAW TO ENROLL NONIMMIGRANT ALIEN STUDENTS.

ADMISSIONS REQUIREMENTS FOR STUDENTS REQUIRING FORM I-20 SPONSORSHIP
International students requiring the University's Form I-20 must submit the following items in addition to the standard documents required for admission:

- Original or official copies of all educational transcripts and diplomas (secondary and post-secondary if applicable)
- English language translation(s) of education transcripts and diplomas, if applicable
- If used to meet admissions requirements above, official credential evaluation of post-secondary, non-U.S. transcripts and diplomas required for admission. NOTE: evaluations must be prepared by a National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE)-member organization
- Proof of English Language Proficiency (see English Language Proficiency Policy)
- Proof of financial responsibility to cover costs of tuition and fees and living expenses (and dependent costs if applicable) for at least one academic year (official bank statements, Sponsor's Statement of Support, if required)
- Photocopy of student's "bio-info" page of passport to provide proof of birth date and citizenship
- For all nonimmigrant applicants residing in the United States, provide a copy of passport visa page and Entry Record or Form I-94 card
- For all non-immigrant applicants currently in F, M, or J status, provide a copy of all Forms I-20 or Forms DS-2019
- Transfer Clearance Form for students currently in F, M, or J status at another institution
- All documents must be prepared in English or accompanied by an official English translation.

English Language Proficiency Policy

As the lectures, seminars, materials, and discourse, which comprise programs of study at the University, are presented in English, the University requires that all students possess and demonstrate a minimum level of English language proficiency required to substantially benefit from the programs offered.

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A student is deemed proficient in the English language if he or she:

- Holds a U.S. high school diploma or U.S. General Equivalency Diploma (GED) or international high school diploma, e.g., U.S. military base, business/diplomat expat community, etc., in which instruction is delivered primarily in English
- Holds the equivalent (evidenced by credential evaluation) of a U.S. high school diploma from overseas institution in which instruction is delivered primarily in English
- Completes (with passing grades in all courses) a minimum of two (2) academic terms at a regionally or nationally accredited U.S. post-secondary institution in which instruction is delivered primarily in English
- Completes (with passing grades in all courses) English 101 and 102 at a regionally or nationally accredited U.S. post-secondary institution in which instruction is delivered primarily in English
- Presents acceptable English Language Proficiency test scores meeting the minimum required levels set forth below.

Minimum Acceptable Proof of English Language Proficiency Standard			
ELP TEST	DIPLOMA	AS/BS	GRAD.
TOEFL PAPER	**480**	**500**	**550**
TOEFL i-BT	**54-55**	**61**	**79-80**
IELTS	**Level 5.5**	**Level 6.0**	**Level 6.5**
American College Testing (ACT) English	**17**	**19**	**21**
EF International Language Schools	**C1**	**C1**	**C2**
ELS Language Schools	**Level 108**	**Level 109**	**Level 112**
iTEP	**4.0**	**4.5**	**5.0**
Pearson	**42**	**44**	**53**
Michigan English Language Assessment Battery (MELAB or "Michigan Test")	**73**	**80**	**85**
Scholastic Aptitude Test (SAT)-English Section**	**420**	**526**	**572**
Students from Puerto Rico: Prueba Aptitud Academica (PAA) English Proficiency Section	**453***	**526**	**572**
TOEIC (Academic Test)	**600**	**650**	**700**

*The scale for the Prueba Aptitud Academica has changed and now closely reflects the SAT.
**As of April 2005, the SAT verbal test is replaced with the SAT critical reading test.

Undergraduate (diploma, associate and bachelor level) applicants may also satisfy the minimum standard of English language proficiency by submitting official documentation of one of the following:
- Successful completion of a minimum of two semesters or quarters of post-secondary course work at a regionally accredited college or university or a college or university accredited by an approved national accrediting body in which English is the language of instruction Successful completion is defined as passing all courses for which the student was registered during the two semesters;
- U.S. High School Diploma or GED administered in English;

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- Equivalent of a U.S. High School Diploma from a country in which English is the official language (equivalency must be verified by a recognized evaluator of international credits);
- Satisfactory completion of English 101 or 102 at an English speaking college or university within the U.S., achieving a grade of "C" or higher.

Please contact an International Student Admissions Representative for questions about acceptable alternative measures of English Language Proficiency.

ADMISSIONS REQUIREMENTS FOR AUDIO PRODUCTION

Overview:
The University has an admission requirement that a student who is accepted into Audio Production must have earned a high-school grade-point-average of at least 2.5 in order to enter the program. However, for students who do not meet the 2.5 HSGPA requirement, an additional level of consideration is needed to address whether they may, in fact, be qualified for entry into the Audio program. Note that the following procedures apply only to those who do not meet the normal 2.5 HSGPA requirement.

Addition to Audio Production Requirement:
For Audio, math ability is the key component needed by an applicant, as well as a clear "fit" between the applicant's goals and the school's Audio outcomes. For that reason, the following steps can be taken when the applicant does not meet the HSGPA requirement:

1. An interview with the Academic Director or Coordinator of the Audio Production Program to ascertain the student's goals in the program and estimate the student's likelihood of success.
2. An assessment of the applicant's math ability through:
   a. A review of the student's transcripts to see the quality of math courses taken, and the student's performance; or
   b. A review of placement test results in the math area; or
   c. A review of standardized test math scores, e.g. SAT or ACT

Note that this will be a holistic process using the results of the interview and math assessment so that the Academic Director or Coordinator can make a final decision regarding the student's suitability for the program.

ADMISSIONS REQUIREMENTS FOR GAME ART & DESIGN

Overview:
The University has an admission requirement that a student who is accepted into Game Art & Design must have earned a high-school grade-point-average of at least 2.5 in order to enter the program. However, for students who do not meet the 2.5 HSGPA requirement, an additional level of consideration is needed to address whether they may, in fact, be qualified for entry into the Audio program. Note that the following procedures apply only to those who do not meet the normal 2.5 HSGPA requirement.

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Addition to Game Art & Design Requirement:
For GAD, the strong feeling among the directors was that drawing ability was a key component needed by an applicant, along with ability in math. For that reason, the following steps can be taken when the applicant does not meet the HSGPA requirement:

1. Look more closely at the portfolio to ascertain drawing ability. The feeling among the directors is that, while the portfolio is a requirement, it is often not scrutinized carefully enough. A good portfolio could result in a decision to admit a student whose high-school academic performance was substandard.
2. An assessment of the applicant's math ability through:
    a. A review of the student's transcripts to see the quality of math courses taken, and the student's performance; or
    b. A review of placement test results in the math area; or
    c. A review of standardized test math scores, e.g. SAT or ACT
3. As needed, an interview with the applicant by the Academic Director or his/her designee(s) to ascertain the applicant's ability to be successful.

Note that this will be a holistic process using the results of the interview and math assessment so that the Academic Director can make a final decision regarding the student's suitability for the program.

GRADUATE PROGRAMS (For Miami International University of Art & Design only)
Miami International University of Art & Design offers Master of Fine Arts degree programs (M.F.A.) in the disciplines of Film, Graphic Design, Visual Arts, and Interior Design as well as a Master of Arts degree program (M.A.) in Design & Media Management. All Graduate applications are reviewed by a Graduate Admissions Committee composed of a minimum of three graduate faculty from the respective department of application and the Academic Director or Coordinator of the program. General admissions requirements are applicable to all academic programs, although some programs have specific requirements. The first requirement for applicants is that they must hold a minimum of a baccalaureate with a Cumulative Grade Point Average (CGPA) of 3.0 or higher (2.7 or higher for the M.A. in Design & Media Management) from an accredited degree-granting institution. International students must hold a degree comparable to the baccalaureate granted by a regionally accredited institution in the United States with a CGPA of 3.0 or higher. All applicants must submit official transcripts as proof of their degree and CGPA.

An additional requirement for Graduate Program admittance (after CGPA requirement) is the examination and evaluation of the following documents to determine the applicant's "fit" in the department. Each application is evaluated based on a composition of criteria: the letter of intent, three letters of recommendation (two academic letters and one professional), the baccalaureate program transcript and the portfolio. As a GRE-designated institution, our Di code is 5327. GRE scores are not required for admission to Miami International University of Art & Design; however, performance on the GRE may assist in the admissions decision. For the Design & Media Management degree applicant, the GRE, MAT, or PPI (Personal Potential Index) exam may be an optional support for candidacy.

International Students: Please see the International Admissions policy above.

Students applying to the graduate programs at Miami International University of Art & Design will receive one of the following responses: 1) Acceptance into the graduate program; 2) Application denied; or 3) Application denied with recommendations.

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The purpose of response three is to let the potential graduate student know that they may reapply if they are successful in completing the designated recommendations. It should be understood that applications denied with recommendations does not necessarily imply that even if the applicant achieves the designated recommendations the applicant is automatically accepted. The applicant must still go through the application review process.

The Art Institute High School Graduation Validation Policy
An applicant must be a high school graduate, possess a recognized high school equivalency (GED - General Education Diploma) or have an associate's degree (of at least two full academic years) that fully transfers to a bachelor's or higher degree from a recognized accredited institution. Students can meet the High School graduation requirement by submitting an official academic transcript that shows at a minimum a completed two-year program that is acceptable for full credit toward a bachelor's degree at the school from which the two-year degree was earned.

Applicants to a graduate program may present a bachelor's degree as a form of proof of graduation from high school. Accreditation requirements must adhere to DCEH's list of acceptable accreditation.
A student who is home-schooled must be able to present a high school credential evidencing that he or she completed secondary education or complies with applicable State requirements for home-schooling in the State in which the student resided during home-schooling.

The military document DD214 is NOT an acceptable means of proving high school/GED completion.
There are specific types of diplomas that are not acceptable at The Art Institute locations (See Definitions):
- Certificate of Performance
- Certificate of Completion
- Certificate of Attendance
- Certificate of Achievement
- Modified Diploma
- Fast Track Online Degree
- Special Education Diploma.

Exception to "Certificate of Completion" at Miami International University and its branches:
If a student has a "Certificate of Completion" **and** has attended an accredited college or university **and** has successfully completed and passed 30 semester credit hours or 45 quarter credit hours at the college level, then, the student can be **considered** for admission at Miami International University. The successful completion (passing grades) of 30 semester credit hours or 45 quarter credit hours meets the criteria of "ability to benefit" for admission at Miami International University. A stand alone "Certificate of Completion" without the additional college or university course work does not suffice for admission to Miami International University.

A stand alone "Certificate of Completion" does not suffice for admission to The Art Institutes.

Should you receive a transcript with one of these types of diplomas, you must:
1.   Immediately notify the ADA and S/DOA regarding this issue. The ADA/S/DOA will notify the applicant.
2.   The application paperwork may NOT be submitted to Admissions Committee for review. Either the applicant must receive a regular (Traditional) diploma or take the GED with passing test scores. If this is not an option, the application will need to be academically rejected after notification.

Students who have conflicting documentation in their file regarding completion of a high school diploma must have this situation resolved before the conclusion of the student's first quarter (No Later than COB Week 9 or prior to final exams) with consultation of the Art Institute Chief Academic Officer or his/her designee as needed.

PARTICULAR UNDERGRADUATE DEGREE REQUIREMENTS FOR GRADUATE DEGREE APPLICANTS
Students wishing to matriculate into the M.F.A. degree programs in Graphic Design and Interior Design must hold a baccalaureate in those related disciplines. A baccalaureate in film is not a requirement for applicants to the M.F.A. degree program in Film; however, if the applicant for the M.F.A. degree program in Film does not have a baccalaureate in film, photography, and/or video, he or she may be required to take film prerequisite courses in order to meet the minimum level of entrance standards expected of students in Film at the graduate level.

A baccalaureate in Visual Arts is not a requirement for applicants to the M.F.A. degree in Visual Arts; however, if the applicant for the M.F.A. degree program in Visual Arts does not have a baccalaureate in Visual Arts, he or she may be required to take visual arts prerequisite courses in order to meet the minimum level of entrance standards expected of students in Visual Arts program at the graduate level. Previous academic work as well as the prospective student's portfolio will be considered by the Visual Arts Graduate Admissions Committee when determining prerequisite courses.

PORTFOLIO REQUIREMENTS
Applicants to the M.F.A. degree programs in Graphic Design, Visual Arts, and Interior Design must submit a portfolio of recent work (no more than 20 images) to be evaluated by a committee of graduate faculty members within those disciplines. Images submitted to the Graphic Design, Interior Design, and Visual Arts Departments must be submitted in .pdf or .jpeg format on a CD. Applicants to the M.A. degree program in Design & Media Management must submit a visual portfolio, which should be submitted electronically. Alternative forms of submission may be acceptable at the discretion of the Academic Director or Coordinator. The portfolio could include academic or professional projects that represent design thinking, strategy, and problem-solving. These should show process from ideation to finished product. The portfolio could also include sketches, comps, journals, or other formal/informal documents revealing exploration and creativity. A strong portfolio will exhibit advanced understanding of composition, concept, communication, and craftsmanship. The Design & Media Management applicant must also submit a Writing Sample, which could include academic research papers, creative briefs, a situation analysis, a business or marketing plan, an undergraduate thesis, or other writing samples that demonstrate advanced research skills.

Please do not send original work. Portfolios cannot be returned.

Applicants to the M.F.A. degree program in Film are not required to submit a visual portfolio; however, they are required to submit a sample of their writing. This writing sample should be no longer than 15 pages in length (double-spaced and typed) and should be a narrative fiction piece. For those potential candidates who do have demo reels, they should be submitted in DVD format along with the writing sample. Demo reels and writing samples cannot be returned.

LETTERS OF INTENT and RECOMMENDATION
Applicants to all disciplines offered at the master's degree level must submit a typewritten letter of intent stating why they wish to pursue an M.F.A. or M.A. degree and what area of interest they intend to research and develop for their thesis project. The letter of intent is an important element of the application and should accurately reflect the applicant's ability to express him/herself in a manner consistent with the expectations of graduate coursework.

Applications to all graduate programs must include three letters of support submitted at the time of application for the review of the graduate admissions committee.

Culinary Standards
To participate in any program in The International Culinary Schools at The Art Institute, each student, with or without reasonable accommodations, must be able to safely and effectively:

- Attend and participate in both day and night shift (including first and fourth shifts) classes
- Communicate in person with co-workers, students and guests and process written and verbal instructions
- Attend and participate in laboratory and production classes of up to 6 hours in length
- Regularly lift and transport food and other culinary product, equipment,   small wares and utensils weighing up to 40 pounds
- Regularly lift and transport trays with hot and cold plated foods, small wares and other items, and serve and clear tables where guests are seated
- Pour and serve liquids and beverages, including hot liquids up to temperatures of 180-185 degrees Fahrenheit (82.2 – 85 degrees Celsius)
- Use knives and other commercial cooking utensils
- Perform repetitive motion skills required in the kitchen and the food industry, such as whisking, dicing, or piping
- Handle and cook different varieties of fish, seafood, beef, pork, chicken, lamb, venison, or other meats, vegetables, and fruit products
- Handle and bake/cook using different flours – including all grains – as well as chocolate, fruits, and nuts
- Operate commercial cooking and food service equipment
- Stand or maneuver in professional or commercial kitchens, dining rooms and related facilities for up to 2 hours
- Sit on a kitchen stool or at a classroom desk for up to 50 minutes
- Visually assess, and evaluate the taste, appearance, texture and aroma of food and beverage products
- Use commercial cleaning and sanitizing equipment and materials
- Produce food products within the time parameters designated by a course objective within a class or for a hands-on cooking or baking practical

The foregoing technical standards are essential to the programs of instruction in The International Culinary Schools at The Art Institute and reflect industry requirements and standards.

STUDENT READMISSION
Students wishing to return to the University after an absence should contact the Assistant Director of Readmission at the Miami and Tampa campuses. Students who interrupt their education for one quarter per academic year will be subject to any changes in curriculum and graduation requirements that took effect during their leave.

DIPLOMA PROGRAMS

CULINARY ARTS AND BAKING & PASTRY
No change from current admissions requirements. (All students admitted to the institution are eligible to enroll in Culinary Arts or Baking & Pastry).

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DIGITAL IMAGE MANAGEMENT

This program is intended for students who have career or formal educational experience with digital photography or a related field and who have developed a rudimentary aesthetic sensitivity and critical analysis capability as applied to digital photography.

Students may also demonstrate their preparation for the program by one of the following:
1. Submitting a college transcript showing relevant courses.
2. Submitting a portfolio.

WEB DESIGN & DEVELOPMENT I

This program is intended for students who have career or formal educational experience in web design and development or in a related field and who have developed a rudimentary aesthetic sensitivity and critical analysis capability as applied to web design and development.

Students may also demonstrate their preparation for the program by one of the following:
1. Submitting a college transcript showing relevant courses.
2. Submitting a portfolio.

WEB DESIGN & DEVELOPMENT II

This program is intended for students who have career experience designing and developing web sites. Students will be asked to demonstrate that they have developed skills in Image Manipulation, Fundamentals of Web Scripting, and User-Centered Design. Students may demonstrate skills in these areas through previous courses, or work experience, or a portfolio.

TECHNOLOGICAL CONSIDERATIONS

Digital Bookshelf and Digital Textbooks

The school is enhancing the learning experience by converting traditional textbooks to electronic media. A majority of courses will have a Digital Textbook associated with the course. Courses that include a Digital Textbook will be noted in the registration material. Students enrolling in a course that includes a Digital Textbook will incur an additional Digital Textbook charge, in addition to the course tuition. Students that opt out of using digital textbooks for that course will not incur the additional Digital Textbook charge. Students that do not opt out will not need to purchase textbooks for courses using a Digital Textbook. Students that do opt out will be responsible for purchasing the required textbook. The Digital Textbook Charge allows student access to the Electronic Library and HTML versions of the textbook(s), and in some cases, other electronic media, which is integrated into the course.

If a student was charged for a Digital Textbook in a previous course and the student is required to use the same Digital Textbook for another course, the student will not incur the Digital Textbook charge again since students have access to the Digital Textbook for up to ten years. On average, the price of the Digital Textbook charge is less than the retail price of the textbook(s) for each course, with the added benefits of no shipping charges, immediate access to the materials, and interactive features that accompany the Digital Bookshelf.

Hardware Specifications for eBooks and the Digital Bookshelf: eCollege and VitalSource System and Hardware Specifications

The University uses eCollege and Vital Source to deliver its digital resources. As with any software, the faster the processor, the more RAM, and the larger hard drive space you provide, the better the performance. Users wanting

to move their material to their hard drive may need additional space. It is also important that users understand the process and benefits of maintaining their machines in top operating condition by keeping them current with the latest operating system updates, correctly configuring virus control, and other beneficial habits.

Preferred Requirements:
Preferred Software Specifications:

Mac OSX 10.5 or 10.6
- OR -
Windows 7 or Vista (32 or 64 bit) with Microsoft .Net 3.5 SP1
• Latest version of Safari Browser, Mozilla Firefox, or Internet Explorer

Preferred Hardware Specifications:
Windows
• Intel® Pentium® 4 or AMD Athlon® 64 processor with 64-bit support; Intel Core™2 Duo or AMD Phenom® II processor required for Premiere Pro, After Effects, and Encore; Intel Core i7 processor required for SpeedGrade
• Microsoft® Windows® XP with Service Pack 3 or Windows 7 with Service Pack 1; Windows 7 with Service Pack 1 (64 bit) required for Premiere Pro, After Effects and Encore; Windows 7 with Service Pack 1 required for SpeedGrade. See the CS6 FAQ for more information about Windows support.
• 2GB of RAM (4GB recommended) for 32 bit; 4GB of RAM (8GB recommended) for 64 bit
• 14.5GB of available hard-disk space for installation; additional free space required during installation (cannot install on removable flash-based storage devices)
• Additional disk space required for disk cache, preview files, and other working files; 10GB recommended
• 1280×900 display with 16-bit color and 512MB of VRAM; 1680×1050 display required and second professionally calibrated viewing display recommended for Speedgrade
• OpenGL 2.0-capable system
• Sound card compatible with ASIO protocol or Microsoft Windows Driver Model
• DVD-ROM drive compatible with dual-layer DVDs (DVD+-R burner for burning DVDs; Blu-ray burner for creating Blu-ray Disc media)
• Java™ Runtime Environment 1.6 (included)
• Eclipse™ 3.7 (for plug-in installation of Flash Builder); the following distributions are supported: Eclipse IDE for Java EE and Java Developers; Eclipse Classic, Eclipse for PHP Developers
• QuickTime 7.6.6 software required for QuickTime features, multimedia, and HTML5 media playbackOptional: Adobe-certified GPU card for GPU-accelerated performance in Premiere Pro; see the latest list of supported cards
• Optional: Adobe-certified GPU card for GPU-accelerated ray-traced 3D renderer in After Effects; see the latest list of supported cards
• Optional: Tangent CP200 family or Tangent Wave control surface for Speedgrade
• Optional: For SDI output, NVIDIA Quadro SDI Output card required for Speedgrade
• Optional: 7200 RPM or faster hard drive (multiple fast disk drives, preferably RAID 0 configured, recommended) for video products
• Broadband Internet connection and registration are required for software activation, validation of subscriptions, and access to online services.* Phone activation is not available.

Mac OS

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- Multicore Intel processor with 64-bit support
- Mac OS X v10.6.8 or v10.7
- 4GB of RAM (8GB recommended)
- 15.5GB of available hard-disk space for installation; additional free space required during installation (cannot install on a volume that uses a case-sensitive file system or on removable flash-based storage devices)
- Additional disk space required for disk cache, preview files, and other working files; 10GB recommended
- 1280×900 display with 16-bit color and 512MB of VRAM; 1680×1050 display required and second professionally calibrated viewing display recommended for Speedgrade
- OpenGL 2.0-capable system
- DVD-ROM drive compatible with dual-layer DVDs (SuperDrive for burning DVDs; Blu-ray burner for creating Blu-ray Disc media)
- Java™ Runtime Environment 1.6
- Eclipse™ 3.7 Cocoa version (for plug-in installation of Flash Builder); the following distributions are supported: Eclipse IDE for Java EE and Java Developers, Eclipse Classic, Eclipse for PHP Developers
- QuickTime 7.6.6 software required for QuickTime features, multimedia, and HTML5 media playbackOptional: Adobe-certified GPU card for GPU-accelerated performance in Premiere Pro; see the latest list of supported cards
- Optional: Adobe-certified GPU card for GPU-accelerated ray-traced 3D renderer in After Effects; see the latest list of supported cards
- Optional: Tangent CP200 family or Tangent Wave control surface for Speedgrade
- Optional: 7200 RPM or faster hard drive (multiple fast disk drives, preferably RAID 0 configured, recommended) for video products
- Broadband Internet connection and registration are required for software activation, validation of subscriptions, and access to online services.* Phone activation is not available.

Minimum Requirements:
Minimum Software Specifications:
Apple Mac OSX 10.9 Maverick or higher
- OR -
Microsoft Windows 7 (64 bit) or higher with Microsoft .Net 3.5 SP1
- Safari browser 3.0.4 or higher, Mozilla Firefox 3.0or higher, Internet Explorer 6.0 or higher

Minimum Hardware Specifications:
- 2.7 GHz processor Dual Core or higher.
- 128 GB Hard Drive, 512 GB or higher recommended.
- 4 GB of RAM, 8GB or higher recommended.
- Graphics card capable of 1920x1080 or 1080p screen resolution, NVIDIA or AMD recommended.
- Broadband Internet or Wi-Fi is the minimum standard; however,   higher speeds are available.

Preferred Browsers:
- Internet Explorer 7.0 or Mozilla Firefox 3.5 or higher
-OR-
- Safari 5.0 or or Mozilla Firefox 3.5 or higher

Minimum Browsers:
- Internet Explorer 6.0, Mozilla Firefox 3.0, or Google Chrome 5.0

-OR-
- Safari 3.0, , Mozilla Firefox 3.0, or Google Chrome 5.0

Provision for Books and Supplies

Students who are Title IV eligible and are expected to receive excess Title IV funding will receive a stipend for the lesser amount of either their presumed excess Title IV funding or their book and supply budget to provide students the ability to purchase books (for courses that do not use Digital Textbooks) and supplies by the seventh (7th) day of the course start date within the payment period.

As described below, by the seventh (7th) day of each course start date within the payment period, The Art Institute will provide a method for students to obtain their books and supplies required for their courses.

•   For newly enrolled students, a starting kit provided by The Art Institute consisting of basic equipment and materials needed for beginning each program and charged to the student account.

•   For courses using a Digital Textbook and/or digital resources, a Digital Textbook provided by The Art Institute is to be automatically redeemed with The Art Institute's contracted third-party vendor and charged to the student account.

Title IV funding, if the student is eligible, will be used to pay for these charges. Any books and supplies charged in excess of Title IV and other financial aid funding on the student account are the responsibility of the student. A detailed listing of charges is disclosed on The Art Institute's Enrollment Agreement and in the Catalog, or a supplemental disclosure.

If the student opts out of The Art Institute's method, the student account will not be charged and the student is responsible for purchasing the required books and supplies for her/his courses. For courses using a Digital Textbook, the charge will be reversed on the student account after the Add/Drop Period.

Starting kit and Digital Textbook (for courses using Digital Textbooks) charge information is disclosed on The Art Institute's Enrollment Agreement and in the Catalog, or a supplemental disclosure.

If the student opts out of The Art Institute's method, s/he will receive any Title IV credit balance, if one is created for the payment period in question, no later than fourteen (14) calendar days after the first day of class or fourteen (14) calendar days of the date the Title IV credit balance appears on the student account. If a Title IV credit balance is not created and, therefore, the student is not due to receive one, s/he is responsible for purchasing the required books and supplies for her or his courses.

The student may request a modification at any time for a subsequent payment period, regarding her or his choice to use The Art Institute's method to obtain books and supplies, but not retroactively, by contacting the Student Financial Services or Student Accounting Department.

STUDENT FINANCIAL SERVICES

FINANCING A COLLEGE EDUCATION

The University understands the significant financial commitment a college education requires. The student financial services staff works one-on-one with students and their families to develop a personal financial plan based on each individual's particular financial needs that allow students to reach their educational and career goals. Financial aid

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officers at each branch guide families through the process of assessing educational costs, applying for financial aid programs, completing financial aid paperwork (including the Free Application for Federal Student Aid or FAFSA), and developing a payment plan. The University provides customized payment plans for those who wish to spread their financial commitment out over time.

ACCOUNTING SERVICES

Quarterly tuition and fee notices are mailed to the student, parents, or others assisting with educational expenses in accordance with the student financial plan developed during the planning process. In order to remain in good financial standing with the University, students must adhere to their agreed-upon payment schedule. Failure to meet one's financial obligations may lead to termination from the University, the withholding of academic transcripts and diplomas, and assignment to a collection agency.

TUITION, FEES AND OTHER COSTS

A complete explanation of tuition, fees and other costs is given in the Enrollment Agreement. Tuition is charged per credit. Fees for starting kits, available to new students in their first quarter, vary by program. Additional books and materials are required throughout most programs. Not all courses include a Digital Textbook. Courses that include a Digital Textbook will be noted in the registration material and the Digital Textbook will be charged in addition to tuition unless the student chooses to opt out. Students who do not opt out will not need to purchase textbooks for courses using a Digital Textbook. The purchase of the Digital Textbook is not refundable. Students who do opt out will be responsible for purchasing the required textbook. If a course does not use a Digital Textbook, the student is responsible for purchasing the required textbook. The Digital Textbook charge is $50 per course for most courses; however, some courses may have more than one Digital Textbook and carry a Digital Textbook charge of $75 per course.

REFUND POLICY

Examples of the calculations for these policies are available in the Student Accounting Office

Refund Policy

As allowed under Federal, state, and accreditation agency rules, the refund policy may be changed. Students will be notified approximately sixty (60) calendar days in advance of any changes. Students dropping all courses in a term are considered withdrawn for refund purposes. All students will be subject to the institutional refund policy. In addition, students who receive Federal student aid are also subject to the Return of Title IV Funds Policy.

Initial Period of Enrollment and Cancellation Refund Policy for First-Time Undergraduate Students Enrolled On-Ground

For purposes of this Initial Period of Enrollment Policy, a first-time undergraduate student is defined as a student who is not currently enrolled, is not a prior graduate from an undergraduate program, and does not have a prior enrollment in a withdrawn or dismissal status.

For students in graduate programs and undergraduate students who have previously attended, please see the Refund Policy Prior to Class Start section of the enrollment agreement and catalog.

The school provides all new applicants seeking a first-time enrollment in any on-ground undergraduate program of study, including hybrid programs, an Initial Period of Enrollment. The Initial Period of Enrollment allows first-time undergraduate students the ability to begin classes as a non-regular student, without any financial penalty, to determine if our school and educational program are right for the student.

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Students who enroll may cancel their enrollment prior to the start of the term or within seven (7) calendar days following the first day of the student's first scheduled class, whichever is later (referred to as the "Initial Period").

The chart below illustrates the days in the Initial Period for a non-regular student:

Class Days	Initial Period Days	Number of Calendar Days in Initial Period
April 28th = 1st Scheduled Class		1
April 29th	1st Day of Initial Period	2
April 30th	2	3
May 1st	3	4
May 2nd	4	5
May 3rd	5	6
May 4th	6	7
May 5th	7th = Last Day of Initial Period	8
May 6th	Initial period over – student is eligible to be reviewed for full admission	9

A first-time undergraduate student who notifies the school of the intent to withdraw in person or in writing, or simply stops attending and does not attend classes past the seventh (7th) calendar day following the student's first day of the term or first scheduled class, whichever is later, will be considered a cancellation. The school will refund any monies paid on the student's behalf and will remove any charges from the student's account. All refunds will be made within thirty (30) calendar days of the date of the cancellation.

During a first-time student's Initial Period of Enrollment in an undergraduate program, the student is considered a non-regular student for federal student aid purposes and is not eligible to receive federal, state or any other types of aid during this period.

Please note, a first-time undergraduate student who is receiving military educational benefits may incur a debt with the benefit provider for educational benefits paid if the student cancels within the seventh (7th) calendar day following the student's first scheduled class or does not meet the requirements for admission to the school.

Students who complete the Initial Period of Enrollment will be reviewed for full admission into the school as a regular student on the ninth (9th) respective calendar day (the day after the first calendar day plus seven (7) calendar days). Students are required to meet all school admission requirements and any additional programmatic admission requirements that apply to the student's program of study. Students completing the Initial Period of Enrollment who continue in the educational program will be subject to all student policies back to the first day of the student's first term or first scheduled class day, whichever is later, including the withdrawal, refund and Return to Title IV policy should the student cease attending at a later date.

In order to qualify for aid, students must be a regular student and meet all federal, state, or other types of aid eligibility requirements.

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Cancellation Refund Policy Student Examples for On-Ground Students:

Example 1:
1. Student's first scheduled class is January 5th.
2. Student ceases to attend and his or her last date of attendance is January 9th (the 4th day).
3. Student would no longer be enrolled and would not be eligible for any Title IV, state aid and other aid program funding nor would the student be charged tuition or fees for any portion of his or her Initial Period or for the term.
4. Students receiving military educational benefits may incur a debt with the benefit provider for educational benefits paid.

Example 2:
1. Student's first scheduled class is January 5th.
2. Student remains enrolled and attends class through January 14 (the 9th day), then ceases enrollment and attendance.
3. Student would be charged for the full class amount and his or her refund, if any, would be calculated based on withdrawal on day ten (10) of the class.
4. Student would be eligible for Title IV, veteran's benefits, state aid, and other aid programs, if all other conditions are met for admission and aid eligibility, since he or she became a regular student after January 11th (the 7th day).
5. Students receiving military educational benefits may incur a debt with the benefit provider for educational benefits paid.

Starting kits purchased from The Art Institutes will only be subject to the refund provisions, found above, if returned to the school in condition for resale within twenty-one (21) calendar days from the first scheduled class.

Refund Policy Prior to Class Start
Applicants may cancel their enrollment in person or in writing before the beginning of classes. An applicant not requesting cancellation before the scheduled starting date indicated on the Enrollment

Agreement will be considered a student.
1. All monies paid by applicants will be refunded if they are not accepted for admission.
2. The applicant may cancel the contract and receive a full refund of all monies paid if cancellation is requested by the applicant prior to the beginning of classes or within five (5) business days after signing the enrollment agreement, whichever is later, and making an initial payment.
3. Refunds will be made within thirty (30) calendar days after the applicant's/student's request or within thirty (30) calendar days after his/her first scheduled class day.

Refund Policy after Class Start
In the event of withdrawal from the program by the student or termination by the school during any quarter of study:
1. Prepaid tuition and fees for any period beyond the student's current quarter will be refunded in full.
2. The student may officially withdraw from the school by notifying the Office of the Registrar in person or in writing. If the student stops attending without notifying the Office of the Registrar, the school shall determine the date of withdrawal. This determination date will be considered the notification date for refunding purposes. Refunds due shall be paid within thirty (30) calendar days of the notification date,

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unless the student is withdrawing at the end of the quarter. The last day of attendance or date of written notification determines the last date of withdrawal.

3. Refunds for a student notifying the school prior to the end of a quarter that he/she will be withdrawing at the end of that quarter will be paid within thirty (30) calendar days of the last day of that quarter.

4. Refunds for a student who completes a previous quarter of study and does not notify the school prior to the end of that quarter that he/she will not be returning for the following quarter will be paid within thirty (30) calendar days of the first day of that following quarter in which the student was expected to return.

5. A student who must withdraw due to documentable mitigating circumstances, such as extreme illness or personal emergency, that make it impractical for the student to complete the quarter, may file an appeal requesting an adjustment to his/her account balance for the term in which the student withdrew. A written appeal must be submitted to the Academic Affairs Office or the Appeals Committee for review. The written appeal must be supported with appropriate documentation of the mitigating circumstance(s). If the student's appeal is approved, the student may be eligible to receive a financial credit, to be determined by the school, to the student account balance at the time of return.

6. A separate lease agreement and refund policy exists for students who lease housing accommodations arranged by the school. The school reserves the right to apply any student payment, or any refund due to a student, to any student financial account that is in arrears.

7. Each academic quarter is typically eleven (11) weeks in duration. The calculation of refunds is based upon the last day of attendance within the quarter. Any portion of a week's attendance is considered a full week of attendance for refund purposes.

8. Session II academic terms are approximately five and one-half (5 ½) weeks in duration. The calculation of refunds is based upon the last day of attendance within the term. Any portion of a week's attendance is considered a full week of attendance for refund purposes. Information in the catalog or student handbook will apply except for the following changes specific to Session II classes. For students only scheduled to attend Session II, the add/drop period is two (2) days from the start of Session II classes. If you drop or add one or more classes, your financial aid eligibility may change. Please see your Financial Aid Officer before you drop or add a class.

9. In the event the school cancels or changes a course or program of study in such a way that a student who had started the program or course is unable to complete it, the school will refund all monies paid by the student for the course or program within thirty (30) calendar days.

10. Examples of the calculation of the tuition and fee refund policy are available upon request from the Student Accounting Office.

11. Students may add/drop classes during the first week of the quarter (or the first two (2) days for the mid-quarter starts), and tuition will be refunded. Students may not add classes to their schedule after the first week of the quarter. Tuition will not be adjusted for any classes dropped after week one unless the student completely withdraws from the program (see the refund calculation policies below).

12. Any changes made to a student's schedule may change the student's financial aid eligibility.

13. If a student has not attended sixty (60) percent of the academic term, the school shall not retain or be entitled to payment for a percentage of any tuition and fees or other educational costs for a session that was scheduled to be taken during the relevant academic term but was not attended because the student withdrew from school prior to the commencement of the session. For example, if a student is enrolled for multiple sessions within the term but withdraws completely from school prior to the start of a subsequent session within the academic term, the adjustment of charges based on the student's last date of attendance will be applied to the applicable period of attended session(s) using the session(s) charges and the start date of the first attended session through the end date of the last attended session within the academic term. Charges for the unattended session(s) after the student's last date of

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attendance within the academic term will be reversed for the Institutional Refund Policy, or State Refund Policy, where applicable.   The reversal of applicable charges will be completed after the Return of Title IV Policy.   For the Return of Title IV, the evaluation period and term charges include the entire period in which the student registered.

14. If a student has attended sixty (60) percent of the academic term, the evaluation period and academic term charges include the entire period in which the student registered. The Institutional Refund Policy, or State Refund Policy, where applicable, shall be applied based on the student's last date of attendance in the academic term using the academic term charges, aid disbursed during the academic term, and the start date of the first session through the end date of the last session within the academic term. For the Return of Title IV, the evaluation period and academic term charges include the entire period in which the student registered.

Adjustment of Charges

In accordance with school policy, if a student withdraws from the school, the school will earn tuition and fees as follows, based on the week in which the student withdraws:

Quarter Start or Single Course:		Mid-Quarter Start or Single Course:	
Week One	0%	Week One	0%
Weeks Two and Three	30%	Week Two	50%
Weeks Four and Five	60%	After Week Two	100%
After Week Five	100%		

Return of Title IV Aid

In compliance with Federal regulations, the school will determine how much Federal student financial assistance the student has earned or not earned when a student who is a Title IV recipient withdraws from school.

The school will calculate the percentage and amount of awarded Federal student financial assistance that the student has earned if the student withdraws up through the sixty (60) percent point of the term or session if the student is only attending a session. If the student has completed more than sixty (60) percent of the term, the student earns one hundred (100) percent of the Federal student financial assistance.

The amount earned will be based on the percentage of the term that was completed in days up to and including the last date of attendance. To calculate the amount earned, the school will determine the percentage by dividing the number of calendar days completed in the term up to and including the last date of attendance by the total number of calendar days in the term. If there is a scheduled break of five (5) or more days, it will reduce the term length. If the scheduled break is before the student's last date of attendance (LDA), it will also reduce the calendar days completed. If the student received more than the amount of Federal student financial assistance earned, the difference will be returned to the Federal student financial assistance programs from which funds were received in the following order: Federal Unsubsidized Direct Loans, Federal Subsidized Direct Loans, Federal Perkins Loans, Federal PLUS Loans, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant. Funds will be returned to the aid source within forty-five (45) calendar days of the date that the school determines that the student has withdrawn.

If more Federal student financial assistance has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. The school will notify the student of any post-withdrawal disbursement loan funds for which the student may be eligible and what steps need to be taken for the Federal financial assistance funds to be received. The student or parent, in the case of the Federal PLUS Loans, needs to provide permission before any loan funds may be disbursed on the student's account or disbursed to the student or parent. However, the school may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school), and, with the student's authorization, the school may automatically use the grant funds for other educationally-related charges. Any balance of grant funds that may be available will be offered to the student.

If Federal student financial assistance funds need to be returned, the institution must return a portion or all of the unearned funds equal to the lesser of:

· The institutional charges multiplied by the percentage of the unearned Federal student financial assistance funds; or
· The entire amount of unearned funds.

 If there are remaining unearned Federal financial aid funds to be returned, the student must return any loan funds that remain to be returned in accordance with the terms and conditions of the promissory note. If the remaining amount of funds to be returned includes grant funds, the student must return any amount of the overpayment that is more than half of the grant funds received. The school will notify the student as to the amount owed and how and where it should be returned.

If students are only scheduled to attend Session I or Session II, the Return of Title IV calculation as described in the Enrollment Agreement will be applied to the applicable session attended using the session start and end dates.

Refund Policy for Online Class Withdrawal
Students who withdraw from a Session I or Session II online class after the add/drop period are treated the same as if they withdrew from an on-ground class. Session II classes begin approximately the day after Session I classes end and run approximately five and one-half (5 ½) weeks. The ending date of Session II classes may not coincide with the ending date of on-ground classes.

Financial Aid Refund Distribution Policy
All students receiving financial aid who withdraw from the program may have to return any refund amount to the appropriate Student Financial Aid Program in accordance with the refund distribution schedule which follows:
1.	Federal Unsubsidized Direct Loan
2.	Federal Subsidized Direct Loan
3.	Federal Perkins Loan
4.	Federal PLUS
5.	Federal Pell Grant
6.	Federal Supplemental Educational Opportunity Grant
7.	Other federal, state, private, or institutional aid programs, if required by the program
8.	Students

Kits, Components of the Kits, Books, or Supplies Return Policy
If kits, components of the kit, books, supplies, or uniforms, are returned to the Supply Store in resalable, completely unused condition within twenty-one (21) calendar days of withdrawal, a credit will be given. For mid-quarter starts, students who leave school during the first three (3) weeks of the session may return the starting kit and/or individual components of the starting kit in resalable, completely unused condition within ten (10) calendar days of the student's last date of attendance of the mid-quarter.

All refunds and return of funds will be made within thirty (30) calendar days of the date the student notifies the school of the withdrawal.

Official and Unofficial Withdrawal
To officially withdraw, the student will need to notify the Office of the Registrar in person or in writing. The registrar will assist the student to complete the withdrawal process and will determine the last date of attendance and the date of determination. The date of determination would be the earlier of the date the student begins the school's withdrawal process or the date the student provides notice. For students who unofficially withdraw, the Registrar will determine the last date of attendance using attendance records. The refund policies shall apply in the event that a student withdraws, is suspended, or is terminated from school.

The Art Institutes are dedicated to serving and assisting our students. A student who encounters issues that require him/her to discontinue attendance in his/her course(s) within or following a quarter, but intends to continue taking courses in a subsequent quarter, may request to reenter and register for the appropriate term. The student must complete a Withdrawal Form obtained by contacting his/her Academic Counselor or the Office of the Registrar. Students who provide a return start date may be scheduled into new or retake courses. Students may also request a re-entry appointment with Financial Aid during the official withdrawal process. The date of determination would be the date the student provides notice. All students will be subject to the necessary refund policies as outlined.

A student who withdraws from a program before the end of week nine (9) for an eleven (11) week term (before the end of week four (4) for a five and one-half (5 ½) week term) will be assigned a "W" code for each course within that quarter. Every course for which a student receives an "F", a "UF", or a "W" grade/code must be repeated and completed with a passing grade in order to graduate. The original grade/code and the subsequent passing grade(s) will remain on the record for reference purposes. However, when a course is successfully repeated, only the passing grade will be computed in the grade point average. Tuition is charged for repeated courses.

When a final course grade has been established and recorded in the student record, the grade may not be changed without approval by the Academic Affairs Office. Withdrawals and failed courses can affect the student's Incremental Completion Rate and ability to succeed.

For the purpose of determining a refund, a student is deemed to have withdrawn from a course of instruction when any of the following occur:
1. The student notifies the school of withdrawal or of the date of withdrawal.
2. The school terminates the student's enrollment in accordance with institutional policies.
3. The student exceeds the number of absences allowed in accordance with institutional policies, and must be withdrawn from school. The date of withdrawal shall be deemed the last date of recorded attendance.

4. All refunds and return of funds will be made within thirty (30) calendar days of the date of determination.

FINANCIAL AID

The University offers a comprehensive financial aid program for those who qualify. The following is a list of financial aid options. The University's financial aid officers can provide detailed information about each of these options, which are presented in more detail in the financial aid materials that wil be sent to you or you may speak to a Financial Aid Officer at any time.

FEDERAL GRANTS

FEDERAL PELL GRANT

Undergraduate students who are pursuing their first baccalaureate or associate's degree may be eligible for this need-based grant. Students must meet financial standards set by the federal government through filing of the Free Application for Federal Student Aid (FAFSA) which can be filed on line at www.fafsa.ed.gov. Full-time, half-time, and less than half-time students may be eligible.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

Similar to the Federal Pell Grant program, these awards are made to students who demonstrate exceptional financial need as determined by standards set by the federal government through filing of the FAFSA. Program funds are limited, so it is essential that students apply early.

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FEDERAL LOANS

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FEDERAL STUDENT LOAN PROGRAM

Students registered at least half-time may be eligible to borrow funds directly from the government to cover the costs of educational expenses. Subsidized Federal Student Loans are awarded based on financial need as determined by the FAFSA. The federal government pays the interest on the loan while the student attends school at least half time, and during periods the six month grace period an and deferment or forbearance. Unsubsidized Federal Student Loans are not awarded based on financial need. Students are responsible for the interest on the loan from the time the loan is issued until it is completely paid. The Federal Student Loans carry fixed interest rates (determined annually each July 1 and then fixed for the life of the loan). Please see your Student Financial Aid Officer for current interest rates.

FEDERAL PARENT LOAN FOR UNDERGRADUATE STUDENTS (FPLUS)

These loans are made directly to qualified parents of dependent students by the Federal Government. Eligibility is based on an evaluation of the parents' credit by the lender. Parents may be able to borrow up to the difference between the student's educational costs, including living expenses, and other financial aid that the student receives. Repayment begins within 60 days after the final loan disbursement for the academic year. Interest rates are fixed and are determined each July 1 for the academic year. Please see your Student Financial Aid Officer for current interest rates.

FEDERAL GRADUATE PLUS LOAN PROGRAM

Similar to the Parent PLUS Loan program, graduate and professional degree students are now eligible to borrow under the PLUS Loan Program up to their cost of attendance minus other estimated financial assistance. Please see your Student Financial Aid Officer for current interest rates.

Miami International University of Art & Design®
and its branch campuses, The Art Institute of Dallas
and The Art Institute of Tampa

2018 – 2019 Catalog
Effective Date: January 25, 2019

STATE GRANTS

Some states, including Florida, offer grants and scholarships to help students obtain higher education. The eligibility criteria and amounts, and loan repayment obligations vary according to state regulations. The Student Financial Services Department can help you apply for the Florida Student Assistance Grant (FSAG), the Florida Effective Access to Student Education Program (EASE), and Florida Bright Futures Scholarship.

FLORIDA STUDENT ASSISTANCE GRANT (FSAG)
Full-time undergraduate students who are residents of the state of Florida (have established residency in Florida for one year or more for independent students, one year or more for dependent students and parents of dependent students, prior to attending college and for reasons other than post-secondary education), US Citizens or eligible non-citizens are eligible for the Florida Student Assistance Grant Program. Administered by the Florida Department of Education, this state aid program was developed for students attending eligible postsecondary institutions es in Florida.The student must be in the process of attaining their first bachelor's degree. Eligibility is also based on need.

EFFECTIVE ACCESS TO STUDENT EDUCATION (EASE)
Full-time undergraduate students who are Florida residents, U.S. citizens or eligible non-citizens are eligible for the Effective Access to Student Education Program. The student must be in the process of attaining a first bachelor's or baccalaureate degree. Florida resident qualifications are identical to those of the Florida Student Assistance Grant Program.

FLORIDA STUDENT SCHOLARSHIP PROGRAMS
A number of scholarship programs for high school seniors entering college are administered by the Florida Department of Education, Office of Student Financial Assistance for which University students may be eligible. They include the Florida Bright Future Scholarship Program, the Jose Marti Scholarship Challenge Grant Program, the Honorably Discharged Graduate Assistance Program, the Benacquisto Scholarship, Scholarships for Children and Spouses of Deceased or Disabled Veterans and the Florida Work Experience Program.

For more information about state-sponsored financial aid programs, please visit the Florida Department of Education, Office of Student Financial Assistance online at www.fldoeorg.

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OTHER GRANTS

THE ART GRANT
The Art Grant can earn new and current students a grant award toward your tuition on average of up to 20% for Bachelor's degree programs and up to 15% for Associate degree programs. For every 12 credits earned, as you maintain continuous enrollment and satisfy other eligibility criteria, you can earn an Art Grant to be applied to tuition. Amounts vary by location. Check with the school you're considering attending for exceptions and details.

The ART Grant program may not be used in combination with the Continual Transfer Waiver.

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Early Acceptance Grant

The Early Acceptance Grant is designed to provide a $1,000 tuition award to incoming Art Institutesstudents with unmet financial need. To qualify, you must be accepted into The Art Institutes, complete all steps in the financial aid process, and accept this grant no later than Tuesday, May 1, 2018.

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COLLEGE-SPONSORED SCHOLARSHIPS

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Academic Achievement Scholarship
Deadline: Students need to begin classes by August 16, 2018

The Academic Achievement Scholarship allows qualifying new students to earn up to a 20% tuition scholarship, up to $17,604, by maintaining an honors level Grade Point Average (GPA) and completing community service related projects in their field of study while attending as a full-time student.

ENTRY REQUIREMENTS & CRITERIA

Student must be registered for full time as defined in the catalog.

ACT and SAT scores recommended but not required.

Must have a cumulative GPA of 3.5 to 4.0 from high school or prior college; transcripts must be provided for verification.

Must maintain a cumulative GPA of 3.5 to 4.0 while attending.

Three letters of recommendation; combination of high school guidance counselor and teachers or three teachers or community leaders.

Must show portfolio of work
- 1st and 2nd year recipients must complete two community service projects in their field of study and submit the projects to be reviewed by a committee.
- 3rd year recipients must complete one community service project in their field of student and submit the project to be reviewed by a committee.

Must remain continuously enrolled, with no breaks in enrollment.

Must maintain Satisfactory Academic Progress (SAP), as defined in the catalog.

Must be enrolled in a Certificate, Diploma, Associate degree, or Bachelor degree academic program at one of The Art Institute locations.

Must have the Memorandum of Understanding completed, signed, dated, and on file with the institution in order for the Scholarship to be disbursed.

Employees or eligible immediate family members participating in the DCEH Tuition Voucher Program are not eligible to participate in the Scholarship program.

Maintain a GPA of 3.8 to 4.0 on a cumulative basis each quarter to receive up to a 20% tuition scholarship value, up to $17,604. *

Maintain a GPA of 3.5 to 3.79 on a cumulative basis each quarter to receive up to a 15% tuition scholarship value, up to $13,203.*

*The Scholarship amount is based on the initial award. In the event the student earns a higher or lower cumulative GPA in a subsequent quarter, if applicable, the student must maintain the cumulative GPA identified from the initial award in order to continue receiving the Scholarship. Your actual total grant award may vary by program, degree, amount of credits to be completed in a program after the effective date of Academic Achievement Scholarship availability, violations of school policies, or breaks in enrollment. Your total tuition charges may be impacted by course drops, course withdrawals, or failing grades. Check with the school for exceptions and details.

MIAMI INTERNATIONAL UNIVERSITY OF ART & DESIGN AND HIGH SCHOOL SCHOLARSHIP COMPETITION (Miami International University of Art & Design only)
Graduating high school students are eligible to compete for scholarships, of either half or full tuition based on the decision of judges, for their entire program of study. Each year, Miami International University of Art & Design will award the equivalent of two full-program scholarships through this competition, one each in the areas Media and Design. Students can compete for scholarships in programs offered at Miami International University of Art & Design. Miami International University of Art & Design selects winners based on a review of the applicants' portfolio work, projects, high school achievement, and letters of recommendation. The deadline for entering is in April. Contact the admissions office for rules and entry forms.

DECA
Open to high school seniors graduating in 2018 who are DECA members. There are varying numbers of DECA scholarships available nationwide and in various categories.

> DECA scholarship: up to $1,000
> DECA state scholarship: up to $1,500
> DECA international scholarship: up to $5,000

NATIONAL ART HONOR SOCIETY
Three nationwide scholarships are available and are awarded to high school seniors graduating in 2018 who are members of the National Art Honor Society.

> 1st place: $20,000 tuition scholarship
> 2nd place: $10,000 tuition scholarship
> 3RD place: $5,000 tuition scholarship

FUTURE BUSINESS LEADERS OF AMERICA NATIONAL SCHOLARSHIP PROGRAM

Three $10,000 nationwide tuition scholarships will be awarded to high school seniors graduating in 2018 who are FBLA members; students with a first-year GPA of 3.0 may earn an additional $5,000 tuition scholarship.

FCCLA COMPETITION (Family, Career, and Community Leaders of America)
Open to high school seniors graduating in 2018who are members of FCCLA and participate in competitions in the categories of Culinary (3 nationwide scholarships available), Interior Design (2 nationwide scholarships available), Fashion Design and Fashion Construction (1 nationwide scholarship available in each category), and Hospitality (3 nationwide scholarships available). Tuition scholarships are renewable for up to 4 years.

> 1st place: $3,000 tuition scholarship ($12,000 maximum)
> 2nd place: $2,000 tuition scholarship ($8,000 maximum)
> 3rd place: $1,000 tuition scholarship ($4,000 maximum)

CAREERS THROUGH CULINARY ARTS PROGRAM (CCAP) TUITION SCHOLARSHIP

High school seniors graduating in 2018 who are enrolled in a C-CAP culinary program may compete for one $50,000 tuition scholarship to be used for either a two or four-year Culinary Arts (AS) or Culinary Management (BS) degree program at The Art Institute of Phoenix. Tuition scholarships are not redeemable for cash. The tuition scholarship covers academic tuition only and may not be applied against fees, housing, living expenses, or program supplies and may not be transferred between affiliate schools.
For more information on how to apply for C-CAP, speak to the C-CAP Director at your high school, visit www.ccapinc.org, or call 212-974-7111.

Terms of the scholarship are as follows:
- The chosen winner agrees to sign a Memorandum of Understanding accepting their award by July 1, 2018
- The winner must submit their Application and Enrollment Agreement for the July 2018 Summer Quarter
- The winner must begin their program of study in the July 2018 Summer Quarter
- Students must maintain satisfactory academic progress by completing an 18-month Associate Degree program in 21 months or a 36-month Bachelor Degree program in 39 months.
- Students must maintain a GPA of 2.5 or higher to retain the scholarship. The scholarship will be suspended in quarters where the cumulative grade point average falls below 2.5
- The scholarship covers tuition only, valued at $50,000. The scholarship will be awarded in the form of a tuition credit and will be prorated over the length of the program. It may not be applied against fees, living expenses, housing, supplies or other non-tuition related expenses.

PROSTART (Advance Placement Credits)
High school seniors graduating in2018 who complete the ProStart program with a C average or above and obtain a certificate of achievement may receive Advance Placement credits to any U.S. school of The International Culinary Schools at The Art Institutes.

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NATIONAL PROSTART INVITATIONAL

High school seniors graduating in 2018 who are enrolled in a ProStart program are eligible for the National ProStart Invitational Culinary Competition Scholarship (15 available nationwide) and Management Competition Scholarship (15 available nationwide). Competition winners may receive partial tuition scholarships.

> 1st place: $10,000 non-renewable tuition scholarship
> 2nd place: $7,500 non-renewable tuition scholarship
> 3rd place: $5,000 non-renewable tuition scholarship

PROSTART STATE

State level ProStart Scholarships are awarded to high school seniors graduating in 2018 who are first-place winners in ProStart Culinary Arts and Culinary Management competitions in 41 states and the District of Columbia. The number of scholarships awarded varies by state. First-place award is a $3,000 scholarship, renewable for up to 4 years for a maximum of $12,000.

SKILLSUSA CHAMPIONSHIP

Open to high school students and post-secondary who are members of SkillsUSA and participate in competitions in the categories of Advertising Design, Culinary, and Photography (6 nationwide scholarships available in each category), as well as 3-D Visualization & Animation, Web Design, and Television Production (12 nationwide scholarships available in each category). Scholarships are awarded on first-come, first-served basis.

> 1st place: $10,000-$20,000 tuition scholarship*
> *amount varies depending on the program in which the student enrolls
> 2nd place: $5,000 tuition scholarship
> 3rd place: $2,500 tuition scholarship

THE ART INSTITUTES SCHOLARSHIP COMPETITION

Partial tuition scholarship to high school seniors and international students graduating in 2018 who demonstrate outstanding ability and commitment to succeed in a creative career. The number of scholarships offered varies and every Art Institutes school may not participate. Please contact your school of interest for detailed scholarship information.

OTHER AID PROGRAMS: FEDERAL COLLEGE WORK STUDY (Earned Funds)

The Federal Work-Study program provides students the opportunity to meet part of their education expenses by working part-time on- or off-campus. Students can earn up to the amount of their unmet need (the difference between expenses and all resources). A limited number of jobs are available, and priority is given to students with the greatest need, as determined by the results of the FAFSA.

VETERANS EDUCATION ACT

The Veterans Education Act provides varying levels of assistance to eligible veterans, disabled veterans, and their dependents. If you are a veteran or the dependent of a veteran, contact your local Veterans Administration for more information.

Vocational Rehabilitation Programs

Every state has programs to help people with physical and mental disabilities. Some states offer retraining programs for people who have been out of the job market for a length of time, for example. Eligibility criteria and amounts vary according to federal, state and private agency regulations. Students must apply directly to and be approved for benefits through the appropriate federal, state, or private agency. For more information, contact your local vocational rehabilitation office, unemployment office, or your state department of human resources.

Veterans Education Act

The Veterans Education Act provides varying levels of assistance to eligible veterans, disabled veterans, and their dependents. If you are a veteran or the dependent of a veteran, contact the local Veterans Affairs office in your region, visit www.gibill.va.gov .

U.S. DEPARTMENTS OF VETERANS AFFAIRS AND DEFENSE EDUCATION BENEFITS

Miami International University of Art & Design has been approved by the Bureau of State Approving for Veterans' Training, Florida Department of Veterans Affairs for the training of veterans and eligible veterans' dependents. Where applicable, students utilizing the Department of Veterans Affairs education benefits may receive assistance from the School Certifying Official in the filing of appropriate forms. These students must maintain satisfactory attendance and academic progress (refer to the Academic Affairs section of the catalog for more information). Students receiving veterans' benefits must report all prior education and training. Miami International University of Art & Design will evaluate prior credit and accept that which is appropriate. In accordance with Florida state approving agency policy, it is required that all transcripts are on file and all prior learning has been evaluated for transfer into the student's educational program by the completion of two (2) academic terms. Failure to have an evaluation completed by this timeframe will result in a suspension of the student's certified attendance to the VA until an evaluation is complete. Students with questions should contact the Bureau of State Approving for Veterans' Training, Florida Department of Veterans Affairs, 9500 Bay Pines Boulevard, Room 214, Bay Pines, FL 33744; Phone: 727-319-7402, Fax: 727-319-7781; floridavets.org.

For students using Veterans Affairs (VA) education benefits, any complaint against the school should be routed through the VA GI Bill® Feedback System by going to the following website: http://www.benefits.va.gov/GIBILL/Feedback.asp. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

As a Department of Defense Memorandum of Understanding education institution participant and signatory, Miami International University of Art & Design approved for Tuition Assistance. Eligibility for Tuition Assistance varies by military branch. Military spouses may also be eligible to use Department of Defense educational benefits under the Military Spouse Career Advancement Scholarship (MyCAA) program. Service members or military spouses wishing to use Department of Defense education benefits must obtain approval from their respective military branch or the Department of Defense prior to starting the course.

While benefit and eligibility information is provided by Miami International University of Art & Design, the ultimate approval of a student's ability to use a particular benefit is determined by the respective government agency offering the benefit. Eligible service members, veterans and dependents may contact the Student Financial Services department at Miami International University of Art & Design to learn more about these programs and participation. For additional information, visit our military web page at www.artinstitutes.edu/admissions/details/military-benefits.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at http://www.benefits.va.gov/GIBILL/Trademark_Terms_of_Use.asp

MILITARY AND VETERAN INSTITUTIONAL SCHOLARSHIP OPPORTUNITIES

The Art Institutes are proud to offer institutional scholarship opportunities to qualifying military and veteran students. Eligibility is based upon current or former military affiliation or relationship to a current military service member. Documentation will be required to prove eligibility. School personnel will be able to advise you regarding available scholarships, eligibility requirements and required documentation.

Military Personnel

The Art Institutes are pleased to offer a military tuition scholarship of 10% to eligible Active Duty, Active and Drilling members of the Reserve and National Guard, and spouse of an active duty service member.

Veterans

Eligible veterans may receive a military tuition scholarship of 10%.

Additional information

For in-depth information, please speak with an admissions representative at The Art Institutes at 1-855-300-1247 and 1-888-479-6245 for online programs.

The Art Institutes Grading Policy

Repeating courses.

If otherwise eligible, students may retake coursework for one of the following reasons:

Failed the Course: Students who have failed the course and earned no credit hours.

Withdrawn Course: Students who withdraw from a course will receive either a Withdrawal without penalty (W), Withdrawal with penalty (WF), or Unearned F (UF), Failing grade (F). Please refer to the grading section of the Satisfactory Academic Progress Policy for information when a W, WF, UF, F grade will be granted.

Stale Course: By State or Accreditation requirements a student must pass a course within a specific window of time. For example, the course must be passed within the last 5 years and the course was taken 7 years ago so it must be repeated.

Meet Progress or Professional Requirements: Students who have successfully completed the course and earned credit hours but are required to improve their grade point average (G.P.A.). For standard term-based programs, DCEH policy, as required by Department of Education regulation, will allow financial aid to cover a single repetition of a previously successfully passed course if the course is required as part of an academic plan to appeal a Satisfactory Academic Progress (SAP) termination or to help students who need a specific grade or G.P.A. to practice upon graduation or progress in the program, per the academic catalog or course requirements published and provided to students. For example, the student passed the course but the grade received is not sufficient for progression. The student receives a C but, in order to graduate, a B or better is required.

RETAKING COURSEWORK POLICY

Note: Requirements below refer to enrollment for Title IV eligibility purposes. NSLDS Enrollment Reporting/Clearinghouse enrollment status is based on all enrolled courses regardless if it is funded by Title IV aid and/or VA benefits. VA recipients will need to follow the VA requirements. VA will only cover repeated courses if the student failed or does not meet the minimum grade requirement as established by the institution.

Standard Term-based Programs
Students enrolled in standard term-based programs will receive Title IV funds for unlimited retakes of failed courses and withdrawn courses with no credits earned as long as the student is meeting the satisfactory academic progress (SAP) standards. Although there is no limit on how many times students can repeat failed or withdrawn courses for FSA purposes, some DCEH's Educational Systems have limitations on how many times students can retake failed courses before they are dismissed from the institution. Please refer to the school's SAP Policy.

For standard term-based programs, DCEH's policy will allow financial aid to cover a single repetition of a previously successfully passed course subject to certain conditions. Students who earned credit(s) may receive Title IV funds and count the course in enrollment status for one retake of any previously passed course only if they meet one of the following conditions:

- Specific State or Accreditation regulations require a student to retake a course which was previously successfully passed, as defined under *Stale Course*.
- Required as part of an academic plan if a student has successfully appealed a Satisfactory Academic Progress (SAP) termination, as defined under *Progress or Professional Requirements*.
- For students who need a specific grade or G.P.A. to practice upon graduation or progress in a program, as defined under *Progress or Professional Requirements*.

The student must have completed the course for it to be considered a repetition under this policy. Because only one repetition of a previously passed course may be included in the a student's enrollment status for purposes of Title IV aid, if the student failed the repeated course, the student is not eligible for an additional retake because the student is considered to have completed the course.

Non-term Based Programs
Student's coursework is divided into payment periods based the credit hours and weeks of instructional time in the program or the academic year, whichever is less. A student must successfully complete the credit hours and instructional weeks in a payment period, or withdrawal, in order to advance to the next payment period and academic year. Students who fail or withdrawal from a course will not earn credits for the payment period and academic year. Students who successfully completed a course (earned credits) and wish to repeat the course to earn a better grade or G.P.A., the course attempted and earned credits will not be included in the payment period and academic year credits requirement. Students may only use FSA funds to cover such repeated courses to the extent excess funds are available in the academic year.

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ACADEMIC AFFAIRS

The Academic Affairs Department consists of all of the areas of the University related to the delivery of instruction, registration, academic advisement, and learning resources.

ACADEMIC SUPPORT AND TUTORING

Academic advising is available to all students at the University through the Academic Affairs Department. The Academic Affairs Office works toward helping students succeed with education goals. They also guide students toward career goals and successful completion of portfolio work.

Students may receive assistance with registration and advice on course sequencing and completion of academic requirements. New and reentry students are pre-registered and informed of their schedules. Continuing students at Miami International University of Art & Design and The Art Institute of Tampa are responsible for registering themselves using the University Student Portal (MyAiCampus) for classes each quarter beginning in the fifth week of the preceding term. Refer to campus calendars for more information.

While every effort is made to assist students in planning academic schedules, it is the student's responsibility to know program requirements, course sequence, and prerequisites. Students who fail or withdraw from a prerequisite to a course for which they have pre-registered are responsible for changing their schedule prior to the end of the drop/add period of the new quarter. However, the University may adjust students' schedules as needed for compliance with prerequisites.

LIBRARY

The libraries on each campus are one of the most important resources available to students while attending the University. The Library supports learning and encourages intellectual curiosity among students and faculty. The Library staff works in cooperation with faculty to help students develop the ability to find, evaluate, and use information in order to become lifelong learners. To fulfill this mission, the Library develops and maintains a quality collection of books, periodicals, audiovisual materials, and online databases. The Library provides access to remote resources through Internet access and cooperative agreements with other libraries.

ACADEMIC PLACEMENT TESTING

Prior to the beginning of classes, students are placed academically through Accuplacer testing, previous SAT or ACT scores, or advanced standing credit for college-level English and math. Students are assigned to developmental studies courses or to college-level English classes based on this academic placement. Students who have questions about academic placement should ask Academic Affairs for a complete explanation. Students who hold at least an Associate of Arts degree are exempt from Accuplacer testing, as are students who have transferred in credit earned for English Composition I or English Composition II or Algebra. International students and all students who have studied outside of the United States educational system and who are not able to submit SAT or ACT scores will be assessed by taking the Accuplacer regardless of the level of the degree they hold outside the U.S.

DEVELOPMENTAL STUDIES

The goal of developmental studies courses is to assist the student who needs remedial instruction. The remedial support is provided so that the student will succeed academically at the university level of instruction. Students who are found to need improvement in English through academic placement testing will be required to enroll in developmental studies courses in addition to the normal program of study requirements. These courses are designed to bring the student's English to a level of proficiency that ensures further academic success. The University reserves the right to re-evaluate the student to determine appropriate course placement. Developmental studies courses are not applied to the credits required for graduation. Students must register for all developmental courses in their first year of study. New students are scheduled into developmental studies courses until such time as the student tests out of the class. Students may only attempt any developmental studies course three times. Failure to successfully complete a developmental studies course after three attempts will result in dismissal from the University. Students must obtain a grade of "C" or higher to pass Developmental Courses. If a student does not pass Developmental Courses after three attempts, the student will be academically terminated. A Withdrawal from a Developmental Course is counted as an attempt. Please see the "Undergraduate Satisfactory Academic Progress (SAP) Policy" for further clarification.

REGISTRAR

Many of the University's academic services are provided through the Registrar's Office. Among other things, the office:

- Directs quarterly registration.
- Maintains academic records.
- Processes verification of enrollment requests.
- Records midterm and final grades.
- Records changes of address, telephone numbers, and name.
- Processes and releases academic transcript requests.
- Maintains attendance records.
- Processes students' withdrawals.
- Monitors the Satisfactory Academic Progress Policy (SAPP).
- Distributes diplomas upon arrival for graduates.
- Distributes official class schedules quarterly.
- Advises veterans regarding their education benefits At The Art Institute of Tampa, veterans should contact the Student Services Office).
- Handles international students (applicable to The Art Institute of Tampa only).

Staff in the Registrar's Office is available to provide assistance with these matters in addition to other questions. Students should be prepared to present the staff with a student identification card or government ID to receive service and information regarding academic progress, attendance, or transcripts. The Registrar's Office maintains all official student records in accordance with the Family Educational Rights and Privacy Act (FERPA). For a detailed explanation of FERPA, see FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) section under ACADEMIC AND STUDENT RECORDS.

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REGISTRATION AND COURSE SCHEDULING

COURSE SCHEDULING

The University reserves the right to reschedule students at any time to accommodate classroom needs.

The University, through the actions of the Academic Affairs Department and Board of Trustees, reserves the right to alter or change course titles, course content, or the sequencing of classes, subject to regulatory approval, at any time necessary to enhance the academic program.

REGISTRATION PROCEDURES

Courses are scheduled and available based upon the needs of students who are following the prescribed sequence for their program. It is important that each student clears all holds and registers during the designated registration period. Registration for the subsequent term begins during the fifth week of each term. At that time, students may register either with their academic administrator or online through the Student Portal. In either case, students must register and complete all outstanding paperwork with the business offices by the end of the registration period. Students with holds placed on their accounts will not be allowed to register for nor attend classes until all holds have been cleared. Students are urged to clear all of their holds prior to or during week five so that they are able to register for the classes that they need and to attend all classes beginning the first week of the quarter to avoid violating the attendance policy.

ADD/DROP PERIOD AND INDIVIDUAL COURSE WITHDRAWAL POLICIES

The Add/Drop period is the time during which students may make registration adjustments. The Registration and Add/Drop periods are the only times during which students may add a course to their schedule or change to a different section (i.e. time/day) of a course they are registered to. Changing sections is considered an Add/Drop (i.e. one section is added while another is dropped) and is therefore subject to add/drop policies and deadlines as detailed in this section. The Registration and Add/Drop periods are also the only time during which a course can be dropped without financial penalty (i.e. voided). Every effort should be made to make adjustments to schedules before the start of the quarter so that no class time is lost.

Students can make changes to their schedule during Add/Drop online through the student portal (MyAiCampus) or in person with an Academic administrator. It is the student's responsibility to ensure the accuracy of their schedule and comply with add/drop deadlines and policies. Students who do not intend to attend a particular course are responsible for dropping said course during the Add/Drop period. Students who do not attend an individual course will not be automatically dropped and will be responsible for all charges associated with the course (except in specific cases noted below).

After the end of the Add/Drop period, students may be permitted to withdraw from a course and receive a "W" grade up until the close of business on the last business day of the ninth week of the quarter. The "W" grade is not computed in either the GPA or CGPA calculations. Students withdrawing from a course after the ninth week will receive a "WF" grade. The "WF" grade is computed in both the GPA and the CGPA as 0 earned credits (same as an F grade). Please note that no refunds will be given for individual course withdrawals after the Add/Drop period regardless of attendance (or lack thereof), the grade posted, or the date that the course is withdrawn.

Course withdrawals cannot be completed online. Students should visit Academic Affairs or the Registrar's Office to initiate the required form. Withdrawing from a course requires several approvals. The Withdrawal from Course

form must be submitted to the Registrar's Office by the deadline as specified below. The grade assigned ("W" or "WF") will depend on the date that the form is submitted to the Registrar's Office.

Students who intend to drop or withdraw from all of their courses or who do not intend to return for an upcoming session should refer to the Change of Student Enrollment Status section.

ON CAMPUS COURSES – FULL SESSION
- Add: All students enrolled in full session on campus courses may add courses through the close of business on the sixth day of the session (not including Saturdays and Sundays).
- Drop: All students enrolled in full session on campus courses may drop courses without financial penalty through the close of business on the sixth day of the session (not including Saturdays and Sundays).
- Withdrawal: After the Add/Drop period has expired, students may be permitted to withdraw with a grade of "W" up until the close of business on the last business day of the ninth week of the quarter. Students withdrawing from an on campus full session course after the ninth week will receive a "WF" grade.

ON-CAMPUS COURSES – MID-QUARTER SESSION
- Add: Students who are new starts or reentries for the Mid-Quarter Session may add courses through the close of business on the third academic day of the session (not including Saturdays and Sundays). Students who are taking Full Session courses and wish to add a Mid-Quarter course must complete appropriate paperwork and must do so prior to the start of the session. Visit an Academic administrator or the Registrar's Office to initiate the required paperwork.
- Drop: Students who are new starts or reentries for the Mid-Quarter Session may drop courses without financial penalty through the close of business on the third academic day of the Session (not including Saturdays and Sundays). Students who are taking Full Session courses and are registered for a Mid-Quarter course but wish to drop their Mid-Quarter course without financial penalty must complete appropriate paperwork and must do so prior to the start of the session. Visit an Academic administrator or the Registrar's Office to initiate the required paperwork.
- Withdrawal: After the Add/Drop period has expired, students may be permitted to withdraw with a grade of "W" from a Mid-Quarter course up until the close of business on the last business day of the ninth week of the quarter. Students withdrawing from a Mid-Quarter course after the ninth week will receive a "WF" grade.

ONLINE COURSES – SESSION I
- Add: Students must add (i.e. register for) Session I online courses two days prior to the first day of the session (not including Saturdays and Sundays).
- Drop: Students may drop Session I online courses without financial penalty during the first six academic days (not including Saturdays and Sundays). Students may be dropped from their Session I online course(s) if they do not meet the participation requirements prior to the drop deadline.
- Withdrawal: After the drop period has expired, students may be permitted to withdraw from a Session I online course with a grade of "W" any time prior to the last day of the session. Withdrawals for Session I courses are not permitted after this deadline.

ONLINE COURSES – SESSION II
- Add: Students who are taking Session I online courses or Full Session on campus courses may add (i.e. register for) Session II online courses during the first five business days of Session I (i.e. generally Friday

of week 1). For students who are new starts or reentries during the Mid-Quarter Session (or Session II), online courses must be added two days prior to the first day of the session.

- Drop: Students may drop Session II online courses without financial penalty through the close of business on the third academic day of the session (not including Saturdays and Sundays). Students who are new starts or reentries for the Mid-Quarter (or Session II) may be dropped from their online course(s) if they do not meet the participation requirements prior to the drop deadline. Note: this does *not* apply to students who are also taking Full Session or Session I courses. Students taking Full Session or Session I courses are responsible for dropping Session II courses on their own. Students who do not drop a Session II course by the deadline specified herein may withdraw from their course as specified below.

- Withdrawal: After the drop period has expired students may be permitted to withdraw from a Session II course with a grade of "W" up until the close of business on the last business day of the ninth week of the quarter. Students withdrawing from a Session II online course after the ninth week will receive a "WF" grade.

CHANGE OF STUDENT ENROLLMENT STATUS

Students who wish to drop or withdraw from all their courses or who otherwise wish to discontinue their enrollment at the University must notify a school official on their respective campus of their decision. Students are encouraged to notify the Registrar's Office or Academic Affairs. While verbal notifications are accepted, students are encouraged to make their decision known in writing. All requests for a change of student enrollment status are processed by the Registrar's Office upon receipt. Students are strongly encouraged to meet with Academic Affairs, the International Student Advisor / Designated School Official (where applicable), the Student Accounting department, the Student Financial Services department, the Housing department (where applicable), the School Certifying Official for Veterans Benefits (where applicable), and the Re-admissions office.

WITHDRAWAL NOTIFICATIONS AT THE START OF THE QUARTER
Students who notify the University of their intent to drop all their courses (i.e. discontinued their enrollment) prior to attending (or posting in) any course for the quarter will be processed as "end of quarter" withdrawals for the immediately preceding quarter (see below for more information). Students who notify the University of their intent to drop all their courses (i.e. discontinue their enrollment) after attending (or posting) at least once in at least one course are considered "in-quarter" withdrawals (see below for more information). Students who complete only Session I courses due to either not registering for or dropping/withdrawing from Full Session or Session II courses are also considered "in-quarter" withdrawals. New students who do not attend past the add/drop period for their starting session may have their enrollment cancelled.

IMMEDIATE OR IN QUARTER WITHDRAWALS
Students who indicate that they would like to withdraw immediately from all their courses and have attended (or posted) at least once in at least one class will earn grades of "W" (for students who notify the University on or prior to the last business day of the ninth week of the quarter) or "WF" (for students who notify the University after the last business day of the ninth week of the quarter). If the student is registered for any future quarter the schedule will be removed.

END OF QUARTER WITHDRAWALS
Students who indicate a withdrawal to be effective as of the end of the quarter will earn their respective grades for the current session but will have their status changed to indicate their future inactive status and will have any future schedule removed. Note that an end of quarter withdrawal is contingent on compliance with the University's attendance policy.

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Students should refer to the University's refund policy for further information.

Appealing a Final Course Grade:

A student who is concerned with a final grade in a course should initially speak with the course instructor in order to understand how the grade was derived based on the course grading criteria. If, after meeting with the instructor, the student is not satisfied with the explanation of the final grade and does not feel that the grade is justified or appropriate, the student should meet with the Program Chair or Program Coordinator to discuss the situation. If a resolution is not met at this level, the student may file an official grade appeal by submitting an Appeal Grade Change form, which includes a written account explaining their perspective as to why the grade is not appropriate based on the course grading criteria and the steps taken to remedy the situation. In addition, the student should include his or her name, phone number, and ID number. This written account should be provided to the Academic Affairs Office before the end of Week One of the quarter immediately following the finalized grade being appealed.

The Academic Affairs Office will convene a committee of qualified academic staff or faculty to review the appeal and reach a final decision. The student may be required to meet with the committee and to provide requested assignments and/or projects from the course. All decisions made by the appeal committee are final and will be communicated to the student within one business day and prior to the end of the schedule adjustment period.

TRANSFER OF CREDIT POLICY
TRANSFER OF CREDIT
The sections below describe the various conditions under which credits might be transferred into or out of The Art Institutes. Please contact the office of The Academic Affairs Office for all matters related to Transfer Credit and Program Change.

TRANSFERABILITY OF CREDIT TO OTHER INSTITUTIONS
In the U.S. higher education system, transferability of credit is determined by the receiving institution taking into account such factors as course content, grades, accreditation and licensing. For this reason this institution does not imply, promise, or guarantee that credits earned will be accepted by another college or university. If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. Students considering transferring to another college or university are responsible for determining whether that school will accept this institution's credits. Students are encouraged to initiate discussions with the potential transfer school as early as possible.

Transferring from One Art Institute to Another Art Institute

Students who wish to transfer from one Art Institute to another may do so only if they are in satisfactory academic standing at the sending institution. Any student dismissed for violating the Satisfactory Academic Progress Policy may not transfer to another Art Institute until he or she has appealed academic dismissal and been reinstated at the sending institution. When the sending institution is closed, the Academic Affairs Office at the receiving institution will review all academic dismissals and determine if reinstatement is appropriate. Please refer to the Student Academic Progress Policy – Transfer from another Art Institute for additional information.

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All attempted and earned credits that are relevant to the degree plan at the receiving institution will be factored into a student's overall grade point average at the new institution. All earned credits are eligible to be evaluated for transfer to the program of study at the receiving institution. If a student transfers from an Art Institute after completing four quarters of study, the student is classified as a fifth quarter student at the new Art Institute.

Based on the evaluation of learning that has taken place, every reasonable effort will be made to transfer previously taken courses to the new program of study when an equivalency exists. When appropriate, students will also have the ability to demonstrate proficiency in a course through Prior Learning Assessment.

Once transfer credit is awarded, a student has the right to appeal the decision to the Academic Affairs Office. The student must submit a letter of appeal that clearly states which courses he/she was expecting to transfer with supporting justification provided.

For Institutions with 25% Residency Requirement
At least 25% of the credit hours required for the undergraduate degree must be earned through instruction delivered at the institution awarding the degree.

At least one-third of the credit hours required for the graduate degree must be earned through instruction delivered at the institution awarding the degree.

TRANSFER OF CREDIT FROM OUTSIDE COLLEGES AND UNIVERSITIES BEFORE MATRICULATION AT AN ART INSTITUTES SCHOOL

Transcripts
Official transcripts must be sent to the Admissions Office of the admitting Art Institute School prior to the class start for the purposes of determining transfer of credit opportunities and for scheduling.   Transcripts received after the student's first quarter of attendance at an Art Institutes school may be considered for transfer credit at the discretion of the Academic Affairs Office.

Course Descriptions
The official descriptions of the courses submitted for consideration for transfer must be comparable to the coursework at an Art Institutes school. Official course descriptions from the college where the credit was earned or a college catalog will be used to determine comparability, and must be received prior to the class start for the purposes of determining transfer of credit opportunities and for scheduling.

Level of Transfer Credits
Only college-level credits (100 level course or equivalent and above) taken at an accredited institution of higher education will be considered for transfer. No remedial or developmental courses will be considered for transfer.

Grades of Transfer Credits
Only courses with an earned grade of "C" (2.0 on a 4.0 scale) or higher will be considered for transfer credit.

Course Prerequisites and Sequence of Courses
Course prerequisites and course sequences will be observed when preparing schedules, to assure appropriate student skill development.

Proficiency Credit from External Sources

Official documents related to CLEP or AP scores or similar means to demonstrate proficiency for credit must be received by an Art Institutes school prior to the class start. No more than 25 percent of a program's required credits will be considered for any type of proficiency credit.

- *Advanced Placement.* Some foundation courses can be obtained through College Board's AP Studio examinations. Students who take the College Board Advanced Placement (AP) or International Baccalaureate (IB) courses and score three or higher on the AP exam or four or higher on the IB exam for those courses while in secondary school may receive proficiency credit. This score applies to all subjects. All materials must be received from the Scholastic College Board organization and evaluated prior to the end of the schedule adjustment period (add/drop) of the student's first quarter of attendance.
- *College Level Examination Program (CLEP).* Complete the College Level Examination Program (CLEP) and earn a score of 50 or higher on computer-based CLEP examinations equivalent to University courses prior to the end of the scheduled adjustment period (add/drop) of the student's first quarter of attendance.
- *Articulation Agreement Credit.* Successfully complete programs included in articulation agreements that have been established between the University and their high schools.
- *Military Experience Credits.* Complete training, employment, or other educational experience in the military as measured through DANTES, DSST examinations, or as shown on the Joint Service Transcript, the Community College of the Air Force Transcript or as recommended by the American Council on Education (ACE).
- *Internal Proficiency Testing for Credit.* Requests for testing out of specific courses approved by the Institute must be made through the Department Director prior to the class start.
- *Experiential Learning.* Students may request advanced standing for experiential learning. Students will present relevant work or life experiences for review by the Academic Affairs Office or designee. The Academic Affairs Office or designee will have the necessary forms for the student to complete. Documentation such as portfolios, writing samples, publications, verification of employment, and references represents a sampling of what may be requested by the Department Chair from the student in order for the advanced standing review to be completed.
- *Portfolio Review for Credit.* Requests for portfolio review, and/or relevant work experience documented by appropriate samples of work outcomes, references, and verification of employment must be received prior to the class start.

Class Proficiency Test
Requests for testing out of specific classes approved by the Institute must be made through the department Director prior to the class start.

No more than 25 percent credits will be considered for any type of proficiency credit.

University Transcripts with Credit/No Credit Course Grades
Accredited colleges and universities where courses are offered for credit/no credit and no allowable grade is earned in major courses according to existing regulations will be converted to a grade by the registrar's office. Credit grades will be converted to a "C" and no credit grades will be converted to an "F".

Total Allowable Transfer of Credit
Students must earn a minimum of 25 percent of the total program credits required for graduation in residency at the Art Institute receiving credits from alternative sources, including another Art Institute. Therefore, students may only be granted a maximum of 75 percent of the total program credits required for graduation through transfer credit

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earned at an outside institution, including other Art Institutes campuses, proficiency testing and/or portfolio or work experience review. Due to state and regulatory considerations at some Art Institutes schools, the minimum percentage of total program credits that must be earned in residency may vary from the standard above.

TRANSFER OF CREDIT AFTER MATRICULATION (CONCURRENT ENROLLMENT OR RE-ENTRY TO THE INSTITUTION) AT AN ART INSTITUTES SCHOOL

NOTE: Transfer credit after matriculation must be completed prior to the student's final term of study.

Concurrent Enrollment: Requests for transfer of credit from accredited institutions of higher education, for a course taken concurrently with an Art Institutes school student's full-time schedule (at the student's own expense), and after a student's matriculation at an Art Institutes school, may be made to the Dean of Academic

Affairs. Transfer Credit may be awarded if all other criteria for transfer of credit are met, and if the secondary institution permits concurrent enrollment.

Approval Needed
Requests for concurrent enrollment in a course at another college or university while the student is at full-time status at an Art Institutes school (according to the US Department of Education's definition of the term) must be approved by the General Education Director, the Department Director, or the Academic Affairs Office prior to enrollment in the course.

Full-time Status
The student must be enrolled full-time at an Art Institutes school at all times during the concurrent enrollment at another college or university.

One Course Limit
Only one course per quarter in concurrent enrollment is permitted.

Grading
The concurrent enrollment course must be passed with a grade of "C" (2.0 on a 4.0 scale) or higher. The student's record at The Art Institute will reflect a "TR" grade. The grade will not be factored into the GPA or the CGPA.

Completion Deadline
Credit will be awarded for the course when official documentation is provided by the secondary institution that the course was successfully completed, as defined above. Official Transcripts must be sent to the Academic Affairs Office upon successful completion of the concurrent enrollment course.

Total Allowable Transfer of Credit
Students must earn a minimum of 25 percent of the total program credits required for graduation in residency at the Art Institute receiving credits from alternative sources, including another Art Institute. Therefore, students may only be granted a maximum of 75 percent of the total program credits required for graduation through transfer credit earned at an outside institution, including other Art Institutes campuses, proficiency testing and/or portfolio or work experience review. Due to state and regulatory considerations at some Art Institutes schools, the minimum percentage of total program credits that must be earned in residency may vary from the standard above.

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Transcripts
Official Transcripts must be sent to the Academic Affairs Office upon successful completion of the concurrent enrollment course.

Transfer Credit Upon Re-Entry to the Institution: Requests for transfer of credit from accredited institutions of higher education for a course taken while a student was not in attendance at an Art Institutes school, but after a student's initial matriculation at the school, may be made to the Academic Affairs Office. Transfer Credit may be awarded if all other criteria for transfer of credit are met.

Grading
The concurrent enrollment course must be passed with a grade of "C" (2.0 on a 4.0 scale) or higher. The student's record at The Art Institute will reflect a "TR" grade. The grade will not be factored into the GPA or the CGPA.

CHANGE OF PROGRAM WITHIN AN ART INSTITUTES SCHOOL
A student petitioning to change from one program to another within The Art Institute must obtain approval from the Department Director of the department from which the student is changing. The student's coursework and earned credits will be reviewed for applicability to the new program. Only those credits required for graduation in the new program will be transferred to the new program and counted toward graduation. Only one change of program is allowed per student.

Course Substitution Policy

Students are expected to complete the program requirements outlined in the Catalog which is in effect at the time of enrollment. Students who wish to request a course substitution should submit a Course Substitution Form to the Program Chair or designee for consideration at their Campus, which includes details as to why the request for a course substitution is needed. The Program Chair will subsequently forward the request and recommendation to Academic Affairs for approval. Students should submit all requests within the timeline indicated in the Transfer of Credit section of the catalog. Course substitutions not recommended by the Program Chair, may be appealed to the Academic Affairs Office or designee. The decision of the Academic Affairs Office is final.

ADVANCED STANDING AND PROFICIENCY CREDIT
The University recognizes that some students may have fulfilled certain course requirements before matriculating at the University. The University will determine credit for advanced standing using the following guidelines:
• Portfolios and other documentation must be presented to the Admissions Department prior to matriculation.
• The faculty and Academic Affairs will review this documentation to determine proficiency and specific course substitution.
• No more than 25 percent of the credits required to graduate may be awarded through advanced standing and transfer credit combined, with no more than nine credits being earned from experiential learning.
• Take the College Board Advanced Placement (AP) or International Baccalaureate (IB) courses and score three or higher on the AP exam or four or higher on the IB exam for those courses while in secondary school.
• Complete the College Level Examination Program (CLEP) and earn a score of 50 or higher on computer-based CLEP examinations equivalent to University courses.
• Complete the requirements of a transfer agreement established between the University and the post-secondary institution they attended before coming to the University.

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- Successfully complete programs included in articulation agreements that have been established between the University and their high schools.
- Complete training, employment, or other educational experience in the military as measured through DANTES, DSST examinations, or as shown on a Joint Service Transcript or Community College of the Air Force Transcript or as recommended by the American Council on Education (ACE).
- Advanced Placement for some foundation courses through College Board's AP Studio examinations.

WAIVING GENERAL EDUCATION REQUIREMENTS

Students who have earned at least a baccalaureate degree from another regionally or nationally accredited college/university will be exempt from the general education requirements. However, this would not preclude program requirements for the major that happen to be general education courses. In the case of degrees earned from foreign institutions the English Composition courses will not be transferred/waived.

GRADUATE TRANSFER CREDITS

Students applying to Miami International University of Art & Design's graduate programs may, in some circumstances, be eligible to receive advanced standing credit. Depending on the program, no more than 18 credits can be awarded. Advanced standing credits are adjudicated on a case by case basis as determined by the Department of the relevant program. Equivalent courses must have been successfully completed at an accredited institution and a grade of B or better must have been earned for the course. Courses at the thesis project level are not transferable. Any requests for advanced standing must be accompanied by an official graduate transcript, a portfolio, research papers, or other documentation where relevant.

ONLINE CREDITS

Students at the University are limited to earning no more than 49 percent of the total credits required for graduation from online coursework through a consortium agreement with The Art Institute of Pittsburgh - Online Division. Students interested in online courses should see an Academic administrator. Due to CIDA standards, students in the Interior Design program at are limited to earning less than 25 percent of their required Interior Design credits.

Some credits that The University awards to students may be earned by enrolling in online coursework provided by The Art Institute of Pittsburgh through a consortium agreement. This coursework has been reviewed by the the University faculty and deemed comparable to coursework at the the University. Information about how to enroll in these online classes is provided by the the University registrar.

International Sponsored Student Policy on Online/Distance Education:

No more than one online/distance education class or three (3) credits per academic term may count toward satisfying the "full course of study" requirement (above) for I-20 sponsored international students. A student qualifying for a Reduced Course Load in his or her last semester may not attend only via distance education; he or she must have at least one (1) on-ground course.

The Art Institute of Pittsburgh is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (267.284.5000). The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

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Miami International University of Art & Design, including its branch, The Art Institute of Tampa is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award diplomas, associate, baccalaureate, and master's degrees. The Art Institute of Pittsburgh is not accredited by the Commission on Colleges and the accreditation of Miami International University of Art & Design does not extend to or include The Art Institute of Pittsburgh or its students. Although Miami International University of Art & Design accepts certain course work in transfer toward a credential from The Art Institute of Pittsburgh, or collaborates in other ways for generation of course credits or program credentials, other colleges and universities may or may not accept this work in transfer, even if it appears on a transcript from Miami International University of Art & Design. This decision is made by the institution subsequently considering the possibility of accepting such credits.

Following is the list of online course offerings:

ADVA204	Consumer Behavior and Persuasive Techniques
ADVA214	Advertising Copywriting
ADVA215	Advertising Storyboarding and Scriptwriting
ADVA303	Interactive Advertising
ADVA308	Account Planning
ADVA318	Budgeting and Financial Management
ADVA338	Media Planning
ADVA348	Leadership and Organizational Behavior
ADVA407	E-Commerce Strategies and Analytics
ARHA125	History of Western Art I
ARHA126	History of Western Art II
ARHA226	Postmodernism and Contemporary Art
AUDA101	Fundamentals of Audio
COMA112	Principles of Communication
COMA205	Introduction to Popular Culture
ECOA108	Economics
ENCA101	English Composition I
ENCA102	English Composition II
ENCA204	Business and Technical Writing
ENGA201	Creative Writing
ENGA203	English Literature and Writing
ENGA207	American Literature
FASA118	Retail Marketing
FASA128	Sales Promotion I
FASA158	International Retailing
FASA215	History of Fashion I
FASA235	History of Fashion II
FL4515	Multi-Media Law
FMDA302	Product Development I
FMDA307	Consumer Behavior
FNDA135	Image Manipulation
FNDA150	Digital Color Theory
GR3622	Graphic Symbolism
GWDA102	Rapid Visualization
GWDA103	Digital Illustration
GWDA105	Concept Design

GWDA111	Introduction to Layout Design
GWDA112	Typography - Traditional
GWDA122	Typography Hierarchy
GWDA132/IM3108	Information Architecture/Project Management
GWDA133/IM1200	Fundamentals of Web Design/ Basic Web Design
GWDA202	Interface Design
GWDA204	Intro to Writing for Interactive Media
GWDA207	Design History
GWDA213	Timeline Animation and Interaction
GWDA242	Graphic Symbolism
GWDA253	Authoring for Interaction
GWDA262	Package Design
GWDA272	Corporate Identity
GWDA303	Interactive Motion Graphics
GWDA305	Art Direction
GWDA353/IM1403	Server Side Scripting/Introduction to Scripting Languages
HISA101	Ancient World History
HISA132	Nutrition Science
HISA201	Modern World History
HISA206	American History to 1865
HISA208	American History from Civil War to Present
IM2106	Introduction to User Centered Design
IM2304	Introduction to Authoring
IM3308	Desktop Video
IM3402	E-Learning Design
INTA107	History of Architecture, Interiors and Furniture I
INTA201	Materials & Specifications
INTA207	History of Architecture, Interiors and Furniture II
INTA222	Human Factors
INTA306	Professional Practice
MAAA204	Acting and Movement for Animators
MAAA212	2D Animation
MATA201	College Geometry
PHLA105	Philosophy of Aesthetics
PHLA211	Contemporary Moral Issues
PHOA103	Digital Image Management
PHOA105	Photojournalism
PHOA113	Lighting
PHOA115	History of Photography I
PHOA123	Color Management and Printing
PHOA202	Studio Photography
PHOA208	Business of Photography
PHOA305	History of Photography II
PHOA308	Marketing for Photographers
POLA204	American Government and Politics
PSY2100	Cross-Cultural Psychology (available online only)
PSYA101	Introduction to Psychology
PSYA202	Psychology of Personality
PSYA204	Cognitive Psychology

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PSYA210	Cross-Cultural Psychology
SCIA206	Introduction to Physics
SYGA200	Sociology

Note: This list is subject to change. See the Registrar's Office or an Academic Administrator for possible updates

GRADUATION REQUIREMENTS – UNDERGRADUATE ACADEMIC PROGRAMS

To qualify for graduation, all students must complete any graduation clearance process on their campus and:

- Receive passing grades for all required course work.
- Accumulate the total credit requirements for an academic program through course work, transfer credit, or proficiency credit.
- Be in residence at the University during their last quarter of study.
- Achieve a minimum CGPA of 2.0.
- Earn no more than 75 percent of the total required credits for graduation in the undergraduate academic programs through advanced standing credit evaluation, including: credit for testing, portfolio review, articulation or transfer agreements, and/or transfer credit from another institution.

It is recommended that all graduating students also complete the following:
- Complete the ETS Proficiency Profile exam.
- Complete an Application for Graduation at least one quarter prior to the quarter in which they expect to satisfy degree requirements.
- All students must compile a portfolio of their work, receive a portfolio grade of "C" or higher, and exhibit their portfolio in the University Portfolio Review show.

Diplomas will not be released unless all financial obligations have been met.

GRADUATING WITH HONORS

An undergraduate student whose CGPA is 3.5 or higher is an honor's graduate. The honors designation is indicated in the commencement program. Summa Cum Laude (4.0) graduates receive additional recognition during the commencement ceremony.

Cum Laude	minimum CGPA 3.5
Magna Cum Laude	minimum CGPA 3.8
Summa Cum Laude	minimum CGPA 4.0

Miami International University recognizes all students with "Honors" as stated above. However, the degree of "Honor" is dependent upon the degree. For example, all students who have obtained "Honors" are recognized in the Commencement Program. Furthermore, all students who have received Summa Cum Laude" have their names mentioned from the podium (in the ceremony) regardless of degree. However, "Honors Cords" are only given to baccalaureate degree students as further "Honor" in light of the more advanced degree. Furthermore, Academic Hoods are given to Masters students because of the more advanced degree, than the baccalaureate degree.

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GRADUATION REQUIREMENTS – GRADUATE ACADEMIC PROGRAMS (Miami International University of Art & Design, Miami Campus)

To qualify for graduation and receive a degree, all graduate students must:
- Achieve a minimum CGPA of 3.0.
- Accumulate the total credit requirements for an academic program through coursework and completion of all thesis requirements.
- Complete the Thesis project and accompanying Thesis paper; or for Film, complete the Thesis film and all related documents.
- Receive approval and signatures from all members of the Thesis Committee.
- Complete an Application for Graduation at least one quarter prior to the quarter in which they expect to satisfy degree requirements.
- Submit two bound copies of the final thesis paper per specific academic program guidelines

Diplomas will not be released unless all financial obligations have been met.

PORTFOLIO EVALUATION REQUIREMENTS

Graduating students from all undergraduate degree programs must pass a required course (or courses) in which a portfolio is produced. An outline of portfolio standards, projects, and general criteria is separately provided to students within each program. These portfolio requirements are periodically reviewed by the University and it's Professional Advisory Committees (PACs). The University reserves the right to alter or modify the portfolio requirements at any time it is deemed to be in the best interest of graduating students to enhance their career employment potential.

PORTFOLIO AND OUTCOMES ASSESSMENTS

In addition to the assessment of students' portfolios in the classroom setting, additional benchmark assessments take place at the end of each year in each undergraduate degree program. All students are required to participate in outcomes assessments. These assessments allow the faculty and the students to identify areas of strength and weakness in student work as they progress through their program.

PORTFOLIO REVIEW

Portfolio Review serves as a way to showcase newly graduating students' work and accomplishments to prospective employers. Each quarter, students display their work to recruiting companies as well as to family and friends.

NAME ON DIPLOMA

Each student's name will be printed on the diploma as it appears on the student information system. This, in turn, must match the student's legal name. For International Students (F-1 Visa) their name will match the name on the passport. Please see the Registrar's Office for any questions regarding this policy.

ACADEMIC AND STUDENT RECORDS

GRADE REPORTING

Midterm and final grades are made available online to students after the grades are received by the Registrar's Office. Midterm grades do not appear on transcripts with final grades. Students should check their academic

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progress and take appropriate action when needed to ensure that they are meeting satisfactory academic progress policies (SAPP).

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974, as amended ("FERPA") sets out requirements designed to afford students certain rights with respect to their education records. In addition, it puts limits on what information the University may disclose to third parties without receiving prior written consent from the student.

I.   Procedure to Inspect Education Records

Students have the right under FERPA to inspect and review their education records. A student who wishes to inspect and review his/her records should submit a written request to the Office of the Registrar. The request should identify as precisely as possible the records the student wishes to inspect. If the requested records are subject to inspection and review by the student, arrangements for access will be made within a reasonable period of time but in no case more than 45 days after the request was made, and the student will be notified of the time and place where the records may be inspected. The school may require the presence of a school official during the inspection and review of a student's records.

Certain limitations exist on a student's right to inspect and review their own education records. Those limitations include, for example, the following: (i) financial information submitted by parents; (ii) confidential letters and recommendations placed in their files prior to January 1, 1975; (iii) confidential letters and recommendations placed in their files after January 1, 1975 to which the student has waived his or her right to inspect and review and that are related to the student's admission, application for employment or job placement, or receipt of honors. In addition, the term "education record" does not include certain types of records such as, by way of example, records of instructional, supervisory, administrative, and certain educational personnel that are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual except a substitute.

When a record contains personally identifiable information about more than one student, the student may inspect and review only the information that relates to him/her personally.

II.   Disclosure of Educational Records

The University generally will not permit disclosure of personally identifiable information from the records of a student without prior written consent of the student. Personally identifiable information is disclosed (some items are mandatory, some discretionary) from the records of a student without that student's prior written consent to the following individuals or institutions or in the following circumstances:

1. To University officials who have been determined by the school to have legitimate educational interests in the records. A school official is:
   a. a person employed by the school or its corporate parent in an administrative, supervisory, academic or research, or support staff position. This includes, but is not limited to human resources and accounting staff for purposes of the tuition reimbursement plan; or
   b. a person employed by or under contract to the school to perform specific tasks, such as an auditor, consultant, or attorney, a person on the Board of Trustees, or a student serving on an official committee or assisting another school official.

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Any school official who needs information about a student in the course of performing instructional, supervisory, advisory, or administrative duties for the University has a legitimate educational interest.

2. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with state or federally supported educational programs.
3. In connection with the student's request for, or receipt of, financial aid necessary to determine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.
4. To organizations conducting certain studies for or on behalf of the school.
5. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.
6. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.
7. To comply with a judicial order or lawfully issued subpoena.
8. To appropriate parties in health or safety emergencies.
9. To officials of another school in which a student seeks or intends to enroll.
10. To an alleged victim of a crime of violence or a nonforcible sexual offense, the final results of the disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense.
11. To persons in addition to the victim of a crime of violence or nonforcible sexual offense, the final results of the disciplinary proceedings described in paragraph 10 above but only if the school has determined that a student is the perpetrator of a crime of violence or nonforcible sexual offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. (The school, in such instances, may only disclose the name of the perpetrator – not the name of any other student, including a victim or witness – without the prior written consent of the other student(s)).
    a. Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense. Compliance with this paragraph does not constitute a violation of the Family Educational Rights and Privacy Act (20 U.S.C. 1232g). For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.
12. To a parent regarding the student's violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.
13. Directory information (see Section IV below).
14. Student Recruiting Information as requested by the U.S. Military. Student recruiting information includes ONLY: name, address, telephone listing, age or date of birth, class level, academic major, place of birth, degrees received, and most recent educational institution attended. It does not include, and Miami International University of Art & Design will not provide: social security numbers, race, ethnicity, nationality, GPA, grades, low performing student lists, religious affiliation, students with loans in default, veteran's status, and students no longer enrolled. Students who opt out of the directory also opt out of student recruiting information.

III.   Record of Requests for Disclosure

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Except with respect to those requests made by the student themselves, those disclosures made with the written consent of the student, or to requests by or disclosures to University officials with legitimate educational interests and disclosures of directory information (or other exceptions described in the applicable regulations), the University will maintain a record indicating the parties who have requested or obtained personally identifiable information from a student's education records and the legitimate interests those parties had in requesting or obtaining the information. This record may be inspected by the student.

IV.   Directory Information
The University designates the following information as directory information. (Directory information is personally identifiable information which may be disclosed without the student's consent):
1. Student's name
2. Address: Local, email and website
3. Telephone number (local)
4. Date and place of birth
5. Program of study
6. Participation in officially recognized activities
7. Dates of attendance
8. Degrees and certificates awarded
9. Most recent previously attended school
10. Photograph of the student, if available
11. Enrollment status (i.e., enrolled, continuing, future enrolled student, reentry, leave of absence, etc.)
12. Student honors and awards received.
13. The height and weight of athletic team members.

Notice of these categories and of the right of an individual in attendance at the University to request that his/her directory information be kept confidential will be given to the student annually. Students may request nondisclosure of student directory information by specifying nondisclosure, in writing, to the Office of the Registrar.

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Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above-designated categories of personally identifiable directory information.

V.   Correction of Educational Records
Students have the right under FERPA to ask to have records corrected which they believe are inaccurate, misleading, or in violation of their privacy rights. The following are the procedures for the correction of records:
1.   A student must ask the Director of Administrative and Financial Services or the Academic Affairs Office to amend a record. As part of the request, the student should identify the part of the record they want to have changed and specify why they believe it to be inaccurate, misleading, or in violation of his/her privacy rights.

2. The University may either amend the record or decide not to amend the record. If it decides not to amend the record, it will notify the student of its decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.

3. Upon request, the University will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing. That individual may be an official of the University. The student shall be afforded a forum for the opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by other people, including an attorney.

4. The University will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence and the reasons for the decision.

5. If, as a result of the hearing, the University decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will (a) amend the record accordingly, and (b) inform the student of the amendment in writing.

6. If, as a result of the hearing, the University decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school.

7. If a statement is placed in the education records of a student under paragraph 6 above, the University will:

   (a) maintain the statement with the contested part of the record for as long as the record is maintained; and

   (b) disclose the statement whenever it discloses the portion of the record to which the statement relates.

VI.   Student Right to File Complaint
       A student has the right to file a complaint with the United States Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the governmental office that administers FERPA is:

            Family Policy Compliance Office
            United States Department of Education
            400 Maryland Avenue, S.W.
            Washington, DC 20202-4605

REPORTS TO PARENTS OR GUARDIANS OF DEPENDENT STUDENTS
Parents or guardians of dependent students are an integral part of the enrollment process and subsequent educational process. They have a vested interest regarding their student's progress and potential for success.

The University wishes to maintain a relationship with guardians and parents while developing an adult relationship with its students. This relationship is important in students' professional development and maturation. Student grade and/or evaluation reports will only be shared with parents at the student's written request. The University reserves the right to contact parents or guardians of dependent students when administrative action is being taken or when students do not positively respond to efforts deemed by faculty and/or staff members to be in their best interest.

REPORTS ON INDEPENDENT STUDENTS

Grade reports for independent students will be provided for the student only. Should the student wish to have his/her grade report made available to his/her parents, guardians, or another person, the student must complete a Consent to Disclosure of Educational Records form at the Registrar's Office.

ACADEMIC POLICIES

Course policies can be found in the individual course syllabi distributed in each class.

COURSE LOAD

All of the University's programs are designed for continuous, year-round enrollment with full course loads). Students should carefully consider the consequences of taking a reduced course load and should speak with both their financial planner and their academic administrator before making a decision. If a student interrupts his/her studies, he/she will have to lengthen the time of enrollment since some courses are not offered every quarter.

COURSE SUBSTITUTION

Course substitutions may be authorized when deemed appropriate by the Academic Affairs Office. The total number of hours credited to a student through course substitutions may not exceed 15% of the required credit hours for the program. Course substitutions should be made from the same discipline or academic area, with exceptions approved by the Academic Affairs Office. No program courses may be substituted for general education courses.

ATTENDANCE POLICY
Course Attendance (Ground)

The Art Institutes maintain an institutional attendance policy to support the academic achievement of its students. Students are expected to attend all scheduled class, laboratory, or examination periods each week. Students, whether present or absent from class, are responsible for knowing all that is announced, discussed, and/or lectured upon in class or laboratory, as well as mastering all assigned reading. In addition, students are responsible for submitting on time all assignments and examinations as required in class. Although some absences are unavoidable because of illness or emergency, due to the nature of the program, there are no excused absences.

Students will not be penalized for pregnancy or related conditions, including recovery from childbirth. Students who are absent due to pregnancy or related conditions may receive an exception to the attendance policy and/or be permitted to make up missed work for as long as the student's absence is medically necessary. To avoid being administratively withdrawn, students must contact their academic advisor or registrar about the need for a pregnancy-related exception. As with other students seeking exceptions for medical-related reasons, students seeking a pregnancy-related exception to the attendance policy must provide a doctor's note indicating that the absences were medically necessary. Failure to provide evidence of medical necessity for any absence may result in the student being administratively withdrawn from school, and the student may not be allowed to make up any missed assignments. *Please note that a pregnancy exception to the attendance policy is only applicable to the current course and cannot be carried over into any subsequent courses.*

A student who is absent for *three cumulative weeks (three classes for those that meet once a week or six classes for those that meet twice a week)_in an 11-week term* * will be withdrawn from the course and will receive a Withdrawal (W) grade during weeks 1 through 9 of an 11 week term and a Withdrawal/Fail (W/F) grade after week 9 of an 11 week term for that course (after week 4 of a 5.5 week Mid quarter ground term**) unless the student submits an appeal to remain in class that is accepted by the instructor and department director/dean. **A student is allowed only one appeal per class**. In other words, if a student submits an appeal and it is approved, the next

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absence will initiate a non-appealable withdrawal from the course. The Attendance Appeal Request Form may be found in the registrar office.

Appeal Process – Withdrawn from Course (Ground)

Students who are administratively withdrawn from a single course for violating the attendance policy may submit a one-time appeal per course per term to the Academic Affairs Office for reinstatement into their course(s) in the active term. Students who appeal must do so in writing prior to the next class meeting for each course being requested for reinstatement. The instructor must determine that the student still has the potential of successfully completing the course(s) to earn a successful appeal. A copy of this appeal must be put into the student's file.

CONSECUTIVE DAYS ABSENCE GRADING POLICY (GROUND)

Students who are not marked present in any of their scheduled classes for fourteen (14) consecutive calendar days before the end of the ninth week of the 11 week term (week 4 of a 5.5 week Mid quarter ground term), will be withdrawn from the Institute and will receive W's (withdrawals, with no grade penalty), or if the withdrawal occurs after the end of the ninth week of an 11 week term (after week 4 of a 5.5 week Mid quarter ground term) students will be withdrawn from the Institute and will receive WF's (Failures due to late withdrawal). Calendar days include days that the student does not have any scheduled class. All calendar days that the school is not in session (e.g., school closings and holidays) do not count in the fourteen (14) calendar days as well during the active term. Students who have been withdrawn due to violation of the consecutive absence policy, but are still in good academic standing, if otherwise eligible, will be able to return the following term through the normal readmissions process. Students who have been withdrawn and the withdrawal results in a violation of the satisfactory academic progress policy (SAPP) must follow the procedure for appealing the academic dismissal.

APPEAL PROCESS – CONSECUTIVE DAYS ABSENT (GROUND)

Students who are administratively withdrawn from school for violating the consecutive days absence attendance policy may submit an appeal to the Academic Affairs Office for reinstatement into their course(s) in the active term based on mitigating circumstances. Students, who appeal, must do so in writing **and must include documentation of mitigating circumstances.**

Mitigating circumstances may include one of the following reasons:
1. Death of an immediate family member
2. Student illness requiring hospitalization (this includes mental health issues)
3. Illness of an immediate family member where the student is the primary caretaker
4. Illness of an immediate family member where the family member is the primary financial support
5. Abusive relationships
6. Divorce proceedings
7. Previously undocumented disability
8. Natural disaster
9. Family emergency
10. Financial hardship such as foreclosure or eviction
11. Documentation from a Professional Counselor
12. A doctor documented illness of the student for a significant period of time
13. Military deployment
14. Military Permanent Change of Station (PCS)
15. Special Circumstances

New students at on-ground campuses who attend the first week of a course and fail to attend the second week of classes will be cancelled for the term start.

Continuing students at on-ground campuses who do not attend any of their classes through close of business Wednesday of the second week of classes may be withdrawn from the Institute. They must contact the campus

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registrar to indicate their intent to return. Additionally, the cumulative week policy (above) will still apply to any classes not attended in week 1 and beyond.

Students who receive Veteran Affairs (VA) educational benefits must understand VA benefits, including tuition and fees, the monthly housing allowance, book stipend, and Yellow Ribbon benefits are based in whole or in part on the number of credit hours certified.   The school is required to monitor and report enrollment status to the VA. Accordingly, any violation of the school attendance policy will result in the adjustment or termination of VA benefits. Adjustments in enrollment will likely affect payment of VA benefits, and reductions in enrollment may result in a debt to the VA for any education benefits already received. The school will report enrollment as follows:

- o VA Students who officially withdraw, the actual last date of attendance (LDA) must be determined and reported.
- o VA students who are administratively withdrawn or stops attending without officially withdrawing, the actual last date of attendance (LDA) must be determined and reported.
- o VA students who complete the term with all non-punitive "F" and/or non-punitive grades, the school will determine and report the actual last date of attendance for each course.

*Reports will be available in SIS for this information; please see Course Attendance Process.
**Students in Mid quarter ground courses that meet for 5.5 weeks who miss two cumulative weeks will be withdrawn from the course and will receive a Withdrawal (W) grade before week 4 or Withdrawal/Fail (W/F) grade after week 4.
**There may be additional conditions placed on veterans for pursuing their education. VA students should see their VA Student Certification Officer (VASCO).

ATTENDANCE VERIFICATION
Students may verify their attendance at any time during the term by speaking with their instructor. In addition, they may go to the campus academic advisors. Students who need information regarding their attendance will need to request it in person. Any discrepancies should be discussed with the individual instructors.

QUALIFYING MILITARY SERVICE, DISASTERS, NATIONAL EMERGENCIES
To assist individuals who are performing qualifying military service and individuals who are affected by disaster, war or other military operation or national emergency, an attendance exception may be granted. A student is declared as military deployed upon receipt of official activation orders documentation by the school. Similarly, appropriate documentation for students residing in an area declared as a disaster area must be submitted to the school. The school's registrar office will record the student's actual last date of attendance and then provide an attendance exception. If the documentation shows that the student knew she/he was going to be deployed prior to the term or course start date and still decided to start, the school will not provide this military attendance exception. For these reasons, it is required that the school personnel request deployment paperwork/orders to verify deployment status or to document evidence of a disaster area declaration prior to applying the attendance exception. The school must record the student's actual last date of attendance regardless of the exception granted.

ONLINE ATTENDANCE POLICY AND SUBSTANTIVE PARTICIPATION CRITERIA (PLUS & AIPOD)
Students taking online classes (including students taking PLUS courses) must submit at least one academically-related posting in the learning management system each full attendance week. For online classes beginning on a Monday, the full attendance week is defined as beginning on Monday at 12:00 a.m. Mountain Standard Time (MST) to 11:59 p.m. MST the following Sunday. For online classes beginning on Thursday, the full attendance week is defined as beginning on Thursday at 12:00 a.m. MST to 11:59 p.m. MST the following Wednesday.

1. For attendance purposes, an academically-related posting can include, but may not be limited to, posting a drop box submission, posting to a threaded discussion forum, and taking a test/quiz. If a third-party system such as MyLabs is required, usage of that system may also count for student attendance if also recorded within an approved learning management system. For attendance purposes, simply logging into an online

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class does not count toward attendance. It does not include orientation, reading the courses or programs syllabus or activity prior to the start date of the course.

2. Examples of acceptable evidence of academic attendance and attendance at an academically-related activity in a distance education program include:
    1. Student submission of an academic assignment
    2. Student submission of an exam
    3. Documented student participation in an interactive tutorial or computer assisted instruction.
    4. A posting by the student showing the students participation in an online study group that is assigned by the institution.
    5. Posting by the student in a discussion forum showing the students participation in an online discussion about academic matters, and
    6. An email from the student or other documentation showing that the student initiated contact with a faculty member to ask a faculty member about the subject studied in the course.

Online students are required to meet the first week's attendance in order to be confirmed as an active student. Failure to do this could negatively impact a student's financial aid.

During the last half week of a 5.5 week class, students taking online classes must submit at least one academically-related posting in the classroom on at least one day. For online classes that end on a Wednesday, the half week is defined as beginning on Monday at 12:00 a.m. Mountain Standard Time (MST) to 11:59 p.m. MST the following Wednesday. For online classes that end on a Saturday, the half week is defined as beginning on Thursday at 12:00 a.m. Mountain Standard Time (MST) to 11:59 p.m. MST the following Saturday.

Students who fail to meet the attendance requirements for a week will be given an absence for that attendance week. AiPOD students who fail to meet the attendance requirements for two consecutive attendance weeks (cumulative for PLUS students) during a course will be administratively withdrawn from the course. If the student is administratively withdrawn from all current courses, the student will be withdrawn from the institution.

If the student is administratively withdrawn due to attendance on or before the last day of week 4 in a 5.5 week course (week 9 in an 11 week course), the student will receive a W grade for the course. If the student is administratively withdrawn due to attendance after the last day of week 4 in a 5.5 week course (week 9 in an 11 week course), the student will receive a grade of WF for the course. The last date of attendance will be the last day where the student met the attendance requirements.

In the specific case where a student has a current course grade of F and fails to meet positive attendance in the last week of the course, the final course grade of F will be considered an unearned F as it pertains to Title IV financial aid purposes.

BLENDED ENVIRONMENT ATTENDANCE POLICY FOR DESIGN & MEDIA MANAGEMENT (DMM) M.A. GRADUATE DEGREE PROGRAM

Students who are part of a degree program that has both synchronous and asynchronous learning attend asynchronously by signing in and posting in the online discussion area. Be aware that just submitting a paper for grading does not count as participation. The last date of attendance is defined as the last date that a student signs in and posts work asynchronously or attends a synchronous class meeting (whichever is later). Attendance for asynchronous participation is recorded on the basis of meeting participation requirements throughout the week (Sunday-Saturday). Attendance for synchronous class meetings is recorded based on roll call during the class meeting.

Students are required to sign in and post work a minimum of two different days per week. This contact is essential for providing a quality learning experience where the sharing of ideas and the offering of critical feedback are

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paramount in the development of both the student's work and the individual as a professional. Students are required to post every assignment on time and participate in all classroom discussions and critiques as indicated in the curriculum. Failure to do so will adversely affect student's grades and may jeopardize their completing the program. Grading for late work is deducted at 25% per day. It is the students' responsibility to contact their instructor if, for any reason, they are not able to complete an assignment or post it to the "**Discussion Area"** by an established deadline.

Students must attend a minimum of 20 hours of synchronous classes and participate in a minimum of ten weeks of online discussion per course in order to receive a passing grade. The only exceptions to this policy are university imposed cancelling of classes. Attending fewer than three synchronous classes or 20 hours of on-ground course instruction, or fewer than nine weeks of online discussion will result in course failure unless the Department Chair determines that there are acceptable mitigating circumstances. Students should be prepared to provide written documentation of mitigating circumstances that contributed to any absence for consideration by the Chair. If the student is allowed to remain in the class and receive a grade, there will need to be a description of appropriate make-up work from the respective Instructor. Please note that a student can withdraw from any class through the ninth week without receiving an "F." Course withdrawal forms must be submitted to the Registrar's Office by the close of business on Friday of week nine in order to receive a "W" grade. Withdrawals from courses or from school after the ninth week will receive a grade of "WF" (Failures due to late withdrawal.)

It is the student's responsibility to immediately contact his or her instructor regarding absences due to prolonged serious illness or personal emergency. For absence due to technical problems, the student is expected to contact the facilitator immediately, after notifying the appropriate technical support. Failure to notify the facilitator will be considered a missed deadline. All assigned work must be ultimately completed regardless of the reason for absence.

CHANGE OF ACADEMIC PROGRAM
Undergraduate
Undergraduate students may change their academic program only one time during their course of study. Changing within the academic program from one degree level to another (associate degree to baccalaureate degree) is not considered a change of academic program in this context. A change of academic program cannot be made during the last quarter of study.

Graduate
Graduate students are not permitted to change their academic program of study. Students are accepted into the graduate academic programs if they have met specific requirements for admission to a specific discipline. Therefore, if a graduate student wishes to change his/her academic program of study, he/she needs to withdraw and reapply to the University for the new academic program. Acceptance in one graduate academic program of study does not imply acceptance into any other graduate academic program of study at the University.

FIELD TRIPS
Field trips provide various program and course-related activities over and above class work. On local field trips, students are required to provide their own transportation (car, car-pool, or public transportation). Students who have a car and drive fellow students on field trips are responsible for having adequate insurance coverage. The University is not responsible in the event of accidents involving students' cars. Field trips outside the local area (in general, more than 50 miles) typically involve prearranged public or private transportation and, in some instances, overnight accommodations. Students participating in field trips are required to complete a travel release form to assure their understanding of the conditions established for such a trip. Parents or legal guardians of students less than eighteen

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years old must also sign the release form. Field trips which involve admission cost or transportation are not mandatory. Students must, instead, attend class in which an alternative assignment is given.

LATE START POLICY

The University does not allow new students to start late. A late start is defined as someone who would enter on or after the first day of the scheduled start, including the drop/add or schedule adjustment period.

In order to start at the next scheduled start, a student must be:
1. Completed and submitted an application by 5 p.m. one week before the start day (Monday – Main Start, Friday – Mid-Session Start)
2. Accepted, as defined in the ADCOM policy, planned at a 4 or 5 financial status, registered, by the Wednesday preceding the start date. (Main Start) and Monday for a mid-session start.
3. Must meet attendance and confirmation policies for the first week of class.

All placement tests must also be completed if the student is to be entered into a class that requires it; for instance, English or online. If a student is transferring credits in lieu of a placement test, transcripts (either official or unofficial) must be in the admission packet in order to place a student into the appropriate classes.

Orientation

Every incoming undergraduate student, both new and re-entering, who has not earned 24 prior credits at the post-secondary level must complete the institution's web-based orientation, consisting of 23 modules, before beginning classes. Students also are strongly encouraged to attend the campus on-ground orientation program, designed to introduce them to their learning community, campus facilities, resources, and personnel provided to support them throughout their educational journey.

Students need only complete the new orientation requirements one time, regardless of whether they defer start dates or withdraw and return. Students transferring from one campus to another, without a break in enrollment, are not required to complete orientation. Students not continuously enrolled, prior to transferring, will be treated as new students and must complete the new orientation requirements, unless they have 24 earned credits or have already completed orientation requirements at their prior campus.

UNDERGRADUATE SATISFACTORY ACADEMIC PROGRESS POLICY

A student must demonstrate Satisfactory Academic Progress by successfully completing courses attempted. Completing courses with *C* or better grades indicates academic progress. Receiving *D* or lower grades and/or withdrawing from classes may put students at risk. Poor academic performance may lead to Academic/Financial Warning and/or Academic/Financial Aid Dismissal. It is very important that students attend all registered courses and complete them successfully. Should a compelling reason arise that requires a student to cease attendance, it is the student's responsibility to immediately contact the Academic Affairs Office or Registrar's Office.

The following criteria are used to determine whether or not a student is making Satisfactory Academic Progress. A student must be able to:
- Maintain a minimum cumulative grade point average (CGPA);
- Achieve the minimum incremental completion rate (ICR); and
- Complete the program within a maximum allowable timeframe (MTF).

Students who fail to meet the minimum standards of any of the above criteria will be notified by letter by the Academic Affairs Office or Campus Registrar within four (4) business days of determination. Administrative actions will be taken when a student fails to meet the minimum standards of any of the above criteria. If the

resulting action results in Academic/Financial Aid Dismissal, a student may appeal the Academic/Financial Aid Dismissal. If the appeal is denied, the student will remain dismissed and can no longer attend or receive Title IV aid at the Institute.

The Satisfactory Academic Progress Policy contains the following information:

- Criteria for Honors Designations
- Milestones and Evaluation Points for Satisfactory Academic Progress
- Academic/Financial Aid Warning
- Procedure for Appealing Academic/Financial Aid Dismissal
- Procedure to Apply for Re-Entry after Academic/Financial Aid Dismissal
- Academic/Financial Aid Probation and an Academic Plan
- Explanations of Related Issues

Failure to complete courses successfully for any reason may negatively affect a student's Satisfactory Academic Progress (SAP) and are considered to be punitive grades. Failing courses, being suspended or terminated from courses, or withdrawing from courses could result in the loss of financial aid and/or veterans education benefits and academic dismissal. In order for a student to graduate, the minimum requirements are a CGPA of 2.0, 66.67% ICR, and completion of the program without attempting more than 150% of the credits in the program. Refer to the Metrics of SAP section below for additional information regarding the calculation of CGPA, ICR and MTF.

While the terms Academic/Financial Aid Warning, Academic/Financial Aid Dismissal, and Academic/Financial Aid Probation are used, the status applies to all students whether receiving aid or not.

The College has the right to modify the Satisfactory Academic Progress Policy at any time.

Criteria for Honors Designations

To promote academic excellence and to recognize exemplary academic achievement, the following system is recommended for honor designations on a quarter basis and upon graduation.

Quarter Honors Designations (at the completion of a quarter)

Any student who enrolls for and completes 12 credits or more is eligible for the following designations:

Quarter GPA	Honors Designation
4.0	Campus Leader's Honor List
3.7-3.99	Dean's Honor List
3.5-3.69	Honor Roll

Honors Designation at Graduation

Students who achieve a CGPA of 3.5 or better are designated as Honor Graduates. *Transitional studies courses are not considered when evaluating honors designations.*

Milestones and Evaluation Points for Satisfactory Academic Progress

Compliance with Standards of Academic Progress is reviewed every quarter for all Certificate and Diploma programs.

Certificate and Diploma Programs:

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1. At the end of the first quarter, students must attain a minimum CGPA of 1.00 and an ICR of 33.33%. Anything below these milestones will result in Academic/Financial Aid Warning for one quarter. Students who are only participating in Transitional Studies courses are considered to be maintaining Satisfactory Academic Progress (SAP).

2. At the end of the second quarter, students must attain a minimum CGPA of 1.50 and an ICR of 50.00%. Anything below these milestones will result in Academic/Financial Aid Warning for one quarter unless the student was on Academic/Financial Aid Warning in his or her previous quarter. If the student was on Academic/Financial Aid Warning in the previous quarter, failure to meet these standards will result in **Academic/Financial Aid Dismissal**. Students who are only participating in Transitional studies courses are considered to be maintaining SAP.

3. At the end of the third quarter, and every quarter thereafter, students must attain a minimum CGPA of 2.00 and an ICR of 66.67%. Anything below these milestones will result in Academic/Financial Aid Warning for one quarter unless the student was on Academic/Financial Aid Warning in his or her previous quarter. If the student was on Academic/Financial Aid Warning in the previous quarter, failure to meet these standards will result in **Academic/Financial Aid Dismissal***.*

4. Students may not attempt more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in **Academic/Financial Aid Dismissal**. Dismissal for violating the maximum timeframe (MTF) can happen at any time.

5. *Reentries:* To ensure an evaluation is completed for all students in the last 12 months, an evaluation will be completed upon reentry processing using the criteria for the next applicable evaluation point (See Certificate/Diploma Evaluation Point Milestones (CGPA/ICR) requirements) noted in this policy. For example, if a student enrolled in October 2015 and completed the fall quarter, dropped in the winter 2016 quarter and returned in the spring 2017 quarter of the following year, the student would have an evaluation prior to the start of the spring 2017 quarter against the next applicable evaluation point for the student. Students reviewed upon reentry will be advised based on their SAP status at the time of reentry and provided with a projection of what they will need to accomplish in order to be in compliance with SAP requirements at the next official evaluation point (See Certificate/Diploma Evaluation Point Milestones (CGPA/ICR) requirements). **Reentries whose evaluation does not indicate the ability to meet the next evaluation point during reentry processing will not be allowed to reenter into the program of enrollment.**

6. Students should note that if they are on Academic/Financial Aid Warning, it will be very difficult to meet the minimum requirements of the next evaluation point. Students should consult with their **academic advisor** concerning their exact requirements.

7. Transitional Studies courses are based on the result of the academic assessment tool. Like any course, students must successfully complete such courses in order to progress in the program. Transitional Studies course credits do not count towards the total number of credits for graduation nor do they count in the CGPA. Additionally, the courses do not count in determining the maximum time frame allowable to earn the certificate or diploma or in the incremental completion rate as attempted credits and, if successful, earned credits.

8. Transitional Studies courses do have credit hours assigned to them for enrollment and tuition charging purposes. While Transitional Studies courses are not included in the CGPA, a student who attempts but does not pass or withdraws from the same Transitional Studies course three times is **dismissed** and there is no right to appeal the termination.

9. Students on Academic/Financial Aid Warning are considered to be making progress toward meeting Standards of Satisfactory Academic Progress and, if otherwise eligible may receive financial aid.

10. The grades, grade point average, cumulative data for all courses a student attempted at the Institution, as well as courses successfully transferred in from prior postsecondary education, are available on the student portal for review. There is also an indication if a student is on Academic/Financial Aid Warning, on Academic/Financial Aid Probation, or on academic/Financial Aid Dismissal.

11. Compliance with SAP is reviewed every quarter for Certificate and Diploma programs. A student who starts or re-enters at a MID session will have that session count as an entire quarter for SAP purposes.

CERTIFICATE/DIPLOMA

Evaluation Point	Milestones (CGPA and ICR)	Required Action
End of First Quarter	< 1.0 and/or 33.33%	Academic/Financial Aid Warning
End of Second Quarter	< 1.5 and/or 50.00%	Academic/Financial Aid Warning (if 1st time)/Academic/Financial Aid Dismissal (if on Academic/Financial Aid Warning
End of Third Quarter and every quarter thereafter	< 2.0 and/or 66.67%	Academic/Financial Aid Warning (if 1st time)/ Academic/Financial Aid Dismissal (if on Warning)
At Any Time	Anything in excess of 150% MTF	Academic/Financial Aid Dismissal

Please note that if you do not pass the same Transitional Studies course after three attempts, the result will be Academic / Financial Aid Dismissal with no right to appeal the dismissal.
Unless otherwise noted, **Academic/Financial Aid Dismissals** can be appealed. Please see the Appeal Process below.

Degree Programs:
Degree programs are evaluated after a student has attempted three quarters and sixth quarters including portions of a quarter) during the first six quarters. After the sixth quarter, the student is evaluated at the end of each quarter. While grades, GPAs, and Incremental Completion Rates are made available at the end of a student's quarter, they are informational only except at evaluation points. Please note students may be alerted of their progress at any time and may be required to take specific action.

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1. At the end of the first academic year (an academic year is three (3) quarters in which courses are attempted in each quarter); students must achieve a minimum CGPA of 1.00 and an ICR of 33.33%. Anything below these milestones will result in Academic/Financial Aid Dismissal.

2. At the end of the second academic year, students must attain a minimum CGPA of 2.00 and an ICR of 66.67%. Anything below these milestones will result in Academic/Financial Aid Dismissal.

3. Starting the quarter after the sixth attempted quarter, and every quarter thereafter, students are evaluated at the end of each quarter and must attain a minimum CGPA of 2.00 and an ICR of 66.67%. Failure to meet these standards will result in Academic/Financial Aid Warning unless the student was on Financial Aid Warning the previous quarter. If the student was on Academic/Financial Aid Warning in the previous quarter, failure to meet these standards will result in Academic/Financial Aid Dismissal.

4. **Students may not attempt** more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in Academic/Financial Aid Dismissal. Dismissal for violating the maximum timeframe (MTF) can happen at any time.

5. *Placement into Transitional* Studies courses are based on the result of the academic assessment tool. Like any course, students must successfully complete such cou*rses* in order to progress in the program. Transitional studies course credits do not count towards the total number of credits for graduation nor do they count in the CGPA. Additionally, the transitional study course(s) do not count in determining the maximum time frame allowable to earn the degree and do not count in the incremental completion rate as attempted credits and, if successful, earned credits. Please note that the student will be dismissed immediately if the student does not successfully complete the same Transitional Study upon a third attempt.

6. **Transitiona**l Studies courses do have credit hours assigned to them for enrollment and tuition charging purposes. While Transitional Studies courses are not included in the CGPA, a student who attempts but does not pass or withdraws from the same Transitional Studies course three times is **dismissed** and there is no right to appeal the dismissal.

7. The grades, grade point average, cumulative data for all courses a student attempted at the Institution, as well as courses successfully transferred in from prior postsecondary education, are available on the student portal for review. There is also an indication if a student is on Academic/Financial Aid Warning, on Academic/Financial Aid Probation or on **Academic/Financial Aid Dismissal**.

8. For Degree programs, compliance with SAP is reviewed every academic year during a student's first two years and then quarterly thereafter. A student who starts or re-enters at a MID session will have that session count as an entire quarter for SAP purposes.

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9. Students on Academic/Financial Aid Warning are considered to be making progress toward meeting Standards of Satisfactory Academic Progress and, if otherwise eligible may receive financial aid.

10. *Reentries:* To ensure an evaluation is completed for all students in the last 12 months, an evaluation will be completed upon reentry processing using the criteria for the next applicable evaluation point (See Degree Programs Evaluation Point Milestones (CGPA/ICR) requirements) noted in this policy. For example, if a student enrolled in October 2015 and completed the fall quarter, dropped in the Winter 2016 quarter and returned in the spring 2017 quarter of the following year, the student would have an evaluation prior to the start of the spring 2017 quarter against the next applicable evaluation point for the student. Students reviewed upon reentry will be advised based on their SAP status at the time of reentry and provided with a projection of what they will need to accomplish in order to be in compliance with SAP requirements at the next official evaluation point (See Degree Programs Evaluation Point Milestones (CGPA/ICR) and requirements). **Reentries whose evaluation does not indicate the ability to meet the next evaluation point during reentry processing will not be allowed to reenter into the program of enrollment.**

DEGREE PROGRAMS		
Evaluation Point	Both Milestones (CGPA and ICR) Must be Met	Required Action
End of First Academic Year	< 1.00 and/or 33.33%	Academic/Financial Aid Dismissal
End of Second Academic Year	< 2.00 and/or 66.67%	Academic/Financial Aid Dismissal
End of Seventh Quarter and Thereafter	< 2.0 and/or 66.67%	Academic/Financial Aid Warning (if 1st time)/Academic/Financial Aid Dismissal (if on Academic/Financial Aid Warning)
At Any Time	Anything in excess of 150% MTF	Academic/Financial Aid Dismissal

Please note that if you do not pass the same Transitional Studies course after three attempts, the result will be Academic / Financial Aid Dismissal with no right to appeal the dismissal.

Unless otherwise noted, Academic/Financial Aid Dismissals may be appealed. Please see the Appeal Process below.

A student enrolled in Transitional Studies courses must be able to pass the same Transitional Studies course after three attempts or that student will be placed on Academic/Financial Aid Dismissal.

If the review of a student's Satisfactory Academic Progress performed at any time indicates that it is mathematically impossible to meet the minimum requirements of the Standards of Satisfactory Academic Progress policy at the next mandatory check point, the student will result in Academic/Financial Aid Dismissal from the Institution.

To be removed from Academic/Financial Aid Warning or Academic/Financial Aid Probation, a student must meet the Satisfactory Academic Progress requirements at the next applicable measuring point.

Procedure for Appealing Academic/Financial Aid Dismissal
A student who is dismissed for violating Satisfactory Academic Progress must appeal in writing to the Academic Affairs Office for re-entry before the start of the quarter in which he/she wishes to return. The written appeal must state the mitigating circumstances that contributed to the dismissal. The written appeal must be supported with appropriate documentation of the mitigating circumstances with an explanation on how the circumstances have been remedied or changed to ensure that he or she will be able to meet satisfactory academic progress if re-admitted.

The Academic Affairs Office or an Appeals Committee will review the student's appeal and will determine within 14 business days of the date of the receipt of the appeal whether the circumstances and academic status warrant consideration for re-admission. The student may be asked to appear in person during the review process when deemed necessary by the Academic Affairs Office or the Appeals Committee. Upon the Appeals Committee decision, the student will be notified by the Academic Affairs Office both verbally and in writing. The Appeals Committee decision will be final. Following is a comprehensive list of events that indicate there may be a mitigating circumstance which has negatively impacted academic progress:

- Death of an immediate family member
- Student illness requiring hospitalization (this includes mental health issues)
- Illness of an immediate family member where the student is the primary caretaker
- Illness of an immediate family member where the family member is the primary financial support
- Abusive relationships
- Divorce proceedings
- Previously undocumented disability
- Natural disaster
- Family emergency
- Financial hardship such as foreclosure or eviction
- Documentation from a Professional Counselor
- A doctor documented illness of the student for a significant period of time
- Military deployment
- Military Permanent Change of Station (PCS)
- Special Circumstances

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Students should understand that by having a mitigating circumstance it does not automatically mean the appeal will be approved. The Appeal Committee will review that the student sufficiently providing documentation of the mitigating circumstance (as outlined above) and that the student has resolved the mitigating circumstance.

A student who is successful in his or her appeal is able to apply for re-entry and if otherwise eligible, receive financial aid for one quarter; however, the student will be placed on Academic/Financial Aid Probation at the start of the academic quarter. A student on Academic/Financial Aid Probation may receive financial aid (if otherwise eligible) for one quarter. If the appeal is denied, aid cannot be paid and the student is dismissed.

Students who have an appeal denied can reapply however the passage of time by itself does not impact the Appeal Committee's decision.

The Academic Affairs Office is responsible for determining the appropriateness of the mitigating Circumstance in regards to severity, timing and duration of the mitigating circumstance, and for determining whether the student's situation has changed that would allow the student to demonstrate satisfactory academic progress at the end of the Academic/Financial Aid Probation or the end of the period of the Academic Plan. Any consideration of the conditions outside of the list provided should be discussed with the Art Institute Vice President of Academic Affairs. Student life issues and making the transition to college are not considered mitigating circumstances under this policy.

Documentation from a professional counselor should not breach the student/counselor relationship and should remain confidential. A memorandum or letter on school or organizational letterhead indicating a counselor's opinion that the student issues may be accommodated to ensure that the student will be able to meet Satisfactory Academic Progress will suffice as proof of mitigating circumstances as well as documentation that the student's circumstances have been remedied or changed to ensure that the student will be able to meet Satisfactory Academic Progress with the accommodations from the institution.

If a student's appeal is successful, the student will be placed on Academic/Financial Aid Probation for one quarter (or two if eligible) following re-admittance. The student will be eligible for financial aid during the Academic/Financial Aid Probation period. Academic Advisors, Registrars, and/or Academic Department Chairs/Program Directors must develop, document and maintain as part of the appeals process a concrete Academic Plan for how a student will complete his remaining coursework and meet the minimum requirements of Satisfactory Academic Progress by end of either the Academic/Financial Aid Probation period or by the end of the quarter included in the Academic Plan. The Academic Plan must detail specific time frames and student success measures and cannot be greater than one (1) quarter for certificate or diploma programs but for degree programs may be up to two (2) quarters if

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necessary for the student to meet the minimum requirements of Satisfactory Academic Progress. The Academic Plan must be reviewed with the student so that designated Academic Plan is being met and the student will remain on track to achieve the success measures within the approved timeframe. For students in degree programs that may have an Academic Plan for more than one quarter, the student must meet the academic targets of the Academic Plan at the end the first quarter when the student is on Academic/Financial Aid Probation and by the end of the Academic Plan, the student must meet the minimum requirements of Satisfactory Academic Progress. If the student meets the academic goals and requirements under the Academic Plan for the first quarter while on Academic/Financial Aid Probation, he or she may complete the second quarter under the Academic Plan and be eligible to receive financial aid.   Failure to meet the established goals included in the Academic Plan will result in Academic/Financial Aid Dismissal

Registrars will ensure that Academic Advisors or Academic Department Directors have notified students in writing that they are in Academic Warning/Financial Aid Warning, Academic Probation/Financial Aid Probation, or Academic/Financial Aid Dismissal with a student signed Satisfactory Academic Progress Prediction Calculation Form.

Any student who ceased attendance or withdrew from the institution will be evaluated against the minimum standards of the Satisfactory Academic Progress for grades and credits attempted as of the time of withdrawal in his or her last quarter of attendance.   Any student who did not meet the minimum standards of Satisfactory Academic Progress at the SAP evaluation point must go through the same appeal process should the student want to be readmitted. The appeal procedure described in the preceding section applies.

Upon the Appeals Committee decision, the student is notified by the Academic Affairs Office both verbally and in writing. The Appeals Committee decision will be final.

Any student who is on Academic/Financial Aid Dismissal can no longer attend school nor get Title IV at the Institution.

Academic/Financial Aid Dismissal Appeals not Allowed
A student who attempts but does not pass the same Transitional Studies course three times is **Dismissed** and there is not a right to appeal the dismissal.

Additional Appeal Procedures:
While an appeal can be made for Maximum Time Frame, the Institution and the Art Institute Vice President of Academic Affairs must review the appeal.

If a student who has successfully appealed an Academic/Financial Aid Dismissal is later again dismissed, the student can file one additional appeal as long as the appeal is based on different mitigating circumstances from any previous appeal, the new mitigating circumstance occurred after the previous successful appeal, the student is showing significant Satisfactory Academic Progress and mathematically the student can meet the next SAP evaluation points requirements.

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In addition to the Institution's Review of the Appeal, it must also be reviewed by the Art Institute Vice President of Academic Affairs.

Explanations of Related Issues
Calculation of CGPA
A student's cumulative grade point average is calculated by a) Multiplying credits for each course by grade points associated with the grade earned; b) Totaling the grade points earned for all the courses, and c) Dividing total grade points earned by the total number of quality credits. The Institute uses a 4.0 scale in assigning grade points. Note: that if there is a change of programs, only courses applicable to the new program will be considered in the CGPA.

Transitional Studies Courses
Many Art Institutes require academic assessments. Depending on assessment scores, students may be required to take Transitional Studies courses. Students must successfully complete such courses in order to progress in the program. Transitional Studies course credits do not count towards the total number of credits for graduation nor do they count in the CGPA. Additionally, they do not count in determining the maximum timeframe and the incremental completion rate.
While Transitional Studies course(s) are not included in the CGPA, each individual Transitional Studies course may be attempted no more than three times. Failure to pass the courses within the attempts permitted will result in dismissal from the Institution and there is no right to appeal the dismissal.

Repeated Courses and Grades
As courses are retaken, only the highest grade will count in the GPA/CGPA. All attempts are included in the credit hours attempted for the purposes of calculating the incremental completion rate (ICR). Withdrawn and failing grades are included in the maximum allowable timeframe and incremental completion rate as credit hours attempted but not earned. The grade *Incomplete (I)* is calculated as if it is an *F* for CGPA and ICR purposes until it is changed to another grade and the course will be included as credits attempted but not credits earned until it is changed to another grade.

Remediation of Academic Deficiencies
It is strongly recommended that any student with withdrawn or failing grades enroll in the same course(s) in the subsequent quarter to improve academic performance.

Transfer Credits from another Postsecondary Institution
Credits from transfer courses are calculated in the maximum allowable credits and incremental completion rate requirements as credits attempted and credits earned. Grades for credits transferred from any other postsecondary institution will be recorded as *Transfer Credit (TR)* and will not be calculated in the student's CGPA

Change of Program

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Students will be allowed one change of program. Changing from a day program to an evening program of the same major is not considered a change of major. Changing from an associate's program to a bachelor's program in the same major is not considered a change of major. Courses that apply to the second major will be recorded as earned credit and will affect the student's CGPA and will be included as credits attempted and credits earned. Students who change programs must sign a new program enrollment agreement which must be filed in the student's academic file. Note: If a student is at the point of dismissal for Satisfactory Academic Progress in the first major, that student must be put on Academic/Financial Aid Dismissal, appeal the dismissal, have the appeal granted based on mitigating circumstances before transferring to the new major. Under no circumstances can a request to change majors circumvent a dismissal of Satisfactory Academic Progress.

In cases in which a student has graduated from one program in the Institution then subsequently begins work in a different program, grades earned in the first program, if applicable to the new program, will be recorded with the letter grades and thus will be included in the Cumulative Grade Point Average and will be included in the Incremental Completion Rate as credits attempted and credits earned.

Transfers from another Art Institute

A student must be maintaining Satisfactory Academic Progress in order to be allowed the opportunity of transferring from one program to another or from one school or campus to another. A student who is on Academic/Financial Aid Dismissal and wishes to transfer to another affiliated Art Institute must appeal his/her Academic/Financial Aid Dismissal at the originating school and receive reinstatement prior to the transfer. An affiliated Art Institute is any campus that shares the same leading six-digit OPE-ID number with the originating school. Campuses that share the same leading six-digit OPE-ID number are the same institution.

Please note that course credits and applicability of those credits at each Art Institute for a program can vary from location to location. Please carefully discuss any possible transfer with the Art Institute you wish to attend.

Grading System

At the conclusion of each course in the program, the student receives a report of his or her grade(s) for the course(s) just completed. These grades are entered also in the student's academic transcript, which is updated each quarter. The criteria for determining a student's grade shall be as follows (on a percentage of total point basis):

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The Metrics of SAP
Academic Grading System
The grading system incorporates letter grades, equivalent numeric values and letter codes as follows:

Letter Grade	Quality Points
A	4.0
A-	3.7
B+	3.4
B	3.0
B-	2.7
C+	2.4
C	2.0
C-	1.7
D+	1.4
D	1.0
F	0.0 *

*F does compute in GPA and CGPA and does count as credit attempted.

Other Grade Codes worth Zero Quality Points:

CR = Credit through examination	Credits Earned/TR grade. This does not affect CGPA. They do impact ICR and MTF.
I = Incomplete	Affects ICR/MTF/CGPA(Computes as an F)
IPA = Incomplete Pass	This grade is assigned only when some portion of a course has not been completed for good and sufficient reason. Courses in which "IPA" grades are assigned must be completed no later than the end of the next regular term in which the student is enrolled or the grade will be recorded as "F" on the permanent record in the term in which the grade is granted to replace the IPA. IPA does not affect CGPA/ICR/MTF.
IP = In Progress	This identifier is used when a student is actively registered and attending a course. This does not affect the CGPA/ICR/MTF.
S = Suspension	Affects ICR/MTF/CGPA(Computes as an F)
NC = No Credit	This grade is reserved for zero-credit courses only. Non-credit courses are not computed in the CGPA/ ICR/ MTF.
NP = Not passing/Fail	Does not affect ICR/CGPA This grade designation is utilized to indicate that a student did not acceptably complete a non-credited course
P or PR= Proficiency Credit by Exam or Portfolio	This does not affect CGPA. They do impact ICR and MTF.

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PA = Pass	This grade designation is utilized to indicate that a student acceptably completed a non-credited course. Does not affect ICR/MTF/CGPA.
SP or SA = Satisfactory/Pass	This grade designation is utilized to indicate that a student acceptably completed a non-credited course. Does not affect ICR/MTF/CGPA.
T = Termination from course	Affects ICR/MTF/CGPA (Computes as an F)
TR = External Transfer Credit	Grade designation utilize for transfer credits. This does not affect CGPA. They do impact ICR and MTF.
U = Unsatisfactory	Indicates that a student unsuccessfully completed a non-credited course. Does not affect ICR/MTF/CGPA.
F= Earned F	Students who met the course requirements by completing the final assignment in the course. Final assignment includes a final exam, final project, final paper, portfolio presentation, or capstone project. If a student completed all assignments including the final assignment of the course, but did not pass the course, the F grade will be considered earned. The course's instructor will award this grade when appropriate. Does compute in GPA and CGPA and does count as credit attempted.
UF = Unearned F	Students who failed the course **AND did not** complete the final assignments in the course. Final assignments include, but are not limited to a final exam, final project, final paper, portfolio presentation, capstone project or any other assignment due in the last week of the course. If a student completed some or all of the other requirements in the course but did not complete the final assignment of the course and failed the course, the F grade will be considered unearned. An unearned F grade will be reflected as a "UF" grade on the transcript. The course's instructor will award this grade when appropriate. Does compute in GPA and CGPA and does count as credit attempted.
W = Withdrawal	When a student withdraws from the total program of study by the end of the ninth week of the quarter or from individual classes after drop/add but before the end of the ninth week of the quarter. The "W" is not used in the calculation of the GPA or CGPA but is considered attempted credits but not earned credits.
WF = Withdrawal Fail	When a student withdraws from individual classes or a total academic program of study after the ninth week of classes. The "WF" is calculated as an "F" in the GPA and CGPA. The "WF" also counts as attempted credits and not earned credits.
WV = Waiver	Commonly used when waiving a Transitional courses and does not affect ICR/MTF/CGPA

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WX = Course was registered for but never attended	Self-explanatory and does not affect ICR/MTF/CGPA

Students receive grades at the end of each quarter including midquarter. The grade report contains both the grade point average for the quarter (GPA) and cumulative grade point average (CGPA) for the program. When a course is repeated after failure, the grade earned upon repeating the class replaces the original grade in determining the grade point average, though the failing grade will still appear on the transcript.

Repeating Courses

Grades earned in repeated courses will replace grades of 'F', "UF", 'W', or 'WF'. Course credits with grades of 'F', 'UF','W', or 'WF' are included in the maximum time frame (MTF) and incremental completion rate (ICR) requirements as credits attempted but not earned. Students with incomplete grades will receive an 'F' if a grade change is not submitted by the end of the second week of the following term. The grade 'I' indicates Incomplete and is calculated as if it is an 'F' until it is changed to another grade and the course will be included as course credits attempted, but not earned. Only if it is part of an Academic Plan may students retake courses in which they received a passing grade in order to improve their CGPA but can retake a course passed only one additional time. Credits from all repeated courses are included as credits attempted. The highest grade earned will be used in the CGPA calculations.

Changed Grade

When a final course grade has been established and recorded in the student record, the grade may not be changed without approval by both the Academic Department Director and the Academic Affairs Office. Only the final grade (not the original grade/code) will be computed in the grade point average. The final grade is the one that counts in the calculation.

Appealing a Final Course Grade:

A student who is concerned with a final grade in a course should initially speak with the course instructor in order to understand how the grade was derived based on the course grading criteria. If, after meeting with the instructor, the student is not satisfied with the explanation of the final grade and does not feel that the grade is justified or appropriate, the student should meet with the Program Chair or Program Coordinator to discuss the situation. If a resolution is not met at this level, the student may file an official grade appeal by submitting an Appeal Grade Change form, which includes a written account explaining their perspective as to why the grade is not appropriate based on the course grading criteria and the steps taken to remedy the situation. In addition, the student should include his or her name, phone number, and ID number. This written account should be provided to the Academic Affairs Office before the end of Week One of the quarter immediately following the finalized grade being appealed.

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The Academic Affairs Office will convene a committee of qualified academic staff or faculty to review the appeal and reach a final decision. The student may be required to meet with the committee and to provide requested assignments and/or projects from the course. All decisions made by the appeal committee are final and will be communicated to the student within one business day and prior to the end of the schedule adjustment period.

Calculations

The Art Institute measures and records academic performance by computing the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) for each student, using the letter grades, four-point scale and credit-hour values. GPA is the average of grade points a student earns during one quarter. CGPA is the cumulative average of all grade points a student has earned over all quarters at The Art Institute. Transitional study courses do not count in this calculation. Here is an example of how GPA and CGPA are computed: Imagine that a student is taking a total of two courses during one quarter. One course has a four credit hours value and the student earns an A. The second course has a three credit hour value and the student earns a B. Remember, each letter grade carries a grade point value. Grade point values are multiplied by credit hours.

In this example:
A = 4 grade points x 4 credit hours = 16 grade points earned
B = 3 grade points x 3 credit hours = 9 grade points earned

To compute the GPA, divide the total number of grade points earned for the quarter by the total number of credit hours earned for the quarter.
16 grade points + 9 grade points = 25 total grade points
25 grade points earned divided by 7 total hours earned = student's GPA for the quarter, 3.571 which is rounded to 3.57. Rounding occurs after the 4 digit of a CGPA is calculated and if the fourth digit is 5 or over, it is rounded up. If the fourth digit is 4 or lower it is rounded down.

A student's CGPA is computed in the same way by dividing the student's total grade points earned from all quarters/semester at The Art Institute by the student's total credit hours earned from all quarters at The Art Institute.

Incremental completion rate is determined as follows (transitional study credits do not count in this calculation):

(EARNED CREDITS at the institution + TRANSFER CREDITS Accepted)

_____

(ATTEMPTED CREDITS at the institution + TRANSFER CREDITS Accepted)

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The 150% MTF: Only the attempted courses required in the program for which the student is currently enrolled are used in determining the number of MTF credits remaining. Transitional study courses do not count in this calculation.

The 150% MTF is determined as follows:

> **TOTAL CREDITS NEEDED TO GRADUATE FROM THE PROGRAM x 1.5 =**
> **TOTAL NUMBER OF CREDITS ALLOWED TO BE ATTEMPTED.**

STUDENT STATUS CHANGES AND SAP
Transfer Students

Transfer credits from other post-secondary institutions are calculated in the maximum time frame allowable credits and incremental completed rate requirements. Therefore, the maximum number of attempted credits for a student with transfer credit is still one and one-half times the number of credits required to complete a program for graduation.

Example: if a student transfers in 36 credits to a program consisting of 180 credits, the calculation would be 180 X 1.5 = 270 credits. Therefore, the 36 transfer credits would be considered attempted and earned so only 234 more credits could be attempted.

Grades for credits transferred in from any post-secondary institution (including an Art Institute) will be recorded as "TR" in the Student Information System and will not affect the student's CGPA. Students wishing to transfer from one Art Institute to another may do so only if they are in good standing at the sending school. If the student is transferring to a different institution (as defined by the Department of Education as a campus that does not share the same leading six-digit OPE-ID number), then he or she is treated as a student transferring in from an unaffiliated institution. Any student dismissed for violation satisfactory academic progress cannot transfer or be considered a New student (if they had a break in enrollment) at another affiliated Art Institute until he or she has been granted an appeal at the original school and is deemed to be making satisfactory academic progress.

Changes in Program

Unless a second change is specifically approved for the specific student by the Dean, students are allowed only one change of program and must be making satisfactory academic progress at the time a request is made to change programs.

Courses taken in one program that is applicable to the second program will be transferred with the applicable grade. If the student has taken a course more than once, only the grades transferred to that new program will apply to the second program. All grades earned in the original program that apply to

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the new program will count towards the SAP CGPA (SGPA). For ICR and 150% purposes only, those courses transferred will apply to the second program will be considered.

In the formulas below, the "CHANGE OF MAJOR" adjustment factor would be those credits from the previous major that we will NOT count in the student's current major.

Incremental completion rate is determined as follows (Transitional credits do not count in this calculation):

> **(EARNED CREDITS in the New Program + TRANSFER CREDIT ACCEPTED) minus CHANGE OF MAJOR ADJUSTMENT FACTOR FOR EARNED CREDITS**
> _____
> **(ATTEMPTED CREDITS in the New Program + TRANSFER CREDITS Accepted) minus CHANGE OF MAJOR ADJUSTMENT FACTOR FOR EARNED CREDITS**

The 150% MTF Only the attempted courses required in the program for which the student is currently enrolled are used in determining the number of MTF credits remaining.

The 150% MTF is determined as follows:

> **TOTAL CREDITS NEEDED in the PROGRAM TO GRADUATE times 1.5 = TOTAL NUMBER OF CREDITS ALLOWED TO BE ATTEMPTED.**

Second Degree
When a student has graduated from The Art Institute in one program, then subsequently begins work in a different program, grades used in the CGPA of the previous program will be applied to the student's new program CGPA calculation.

Satisfactory Academic Progress for Educational Benefits which are not Title IV Funds
Please note that in order to receive and/or retain certain education benefits from a source other than the Department of Education, it may require a higher cumulative grade point average and/or a higher incremental completion rate. Examples of these education benefits are State Grants, Veterans' Benefits, Department of Defense (TA) benefits or employee reimbursements. Please check with the Student Financial Service Office for details.

MINIMUM ACADEMIC ACHIEVEMENT STANDARDS FOR STUDENT RECEIVING DEPARTMENT OF DEFENSE TUITION ASSISTANCE

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In addition to the College's Standards of Satisfactory Academic Progress Policy, in order for a Service member student to continue to receive Tuition Assistance (TA) military education benefits for TA-funded courses, the following minimum academic standards must be achieved.

The Department of Defense requires reimbursement from the Service member if a successful course completion is not obtained. For the purpose of reimbursement, a successful course completion is defined as a grade of ''C'' or higher for undergraduate courses, a ''B'' or higher for graduate courses and a ''Pass'' for ''Pass/Fail'' grades. Reimbursement will also be required from the Service member if he or she fails to make up a grade of ''I'' for incomplete within the time limits stipulated by the educational institution or 6 months after the completion of the class, whichever comes first.

Students using TA must maintain a cumulative grade point average (GPA) of 2.0 or higher after completing 15 semester hours/23 quarter hours, or equivalent, in undergraduate studies, or a GPA of 3.0 or higher after completing 6 semester hours/9 quarter hours, or equivalent, in graduate studies, on a 4.0 grading scale. If the GPA for TA funded courses falls below these minimum GPA limits, TA will not be authorized and Service members will use alternative funding (such as financial aid or personal funds) to enroll in courses to raise the cumulative GPA to 2.0 for undergraduate studies or 3.0 for graduate studies.

The Secretary of the Military Department will establish recoupment processes with the Service member directly for unsuccessful completion of courses.

ACADEMIC DISHONESTY

The University does not tolerate any form of Academic Dishonesty including such acts as plagiarism, cheating, and copying another student's academic work. Academic Dishonesty violations can encompass more than the violating student. If another student is proven to be an accessory to the violation, the accessory student will be considered a violator as well. Students who witness any act of academic dishonesty should report the incident to a faculty member, Academic Affairs, or to any another member of the University staff or administration immediately. If one knows of an academic violation and does not report the violation they are indirectly supporting Academic Dishonesty.

Academic Dishonesty consists of any deliberate attempt to falsify, fabricate or otherwise tamper with data, information, records, or any other material that is relevant to the student's participation in any course, laboratory, or other academic exercise or function.

Cheating or other forms of academic dishonesty that are intended to gain unfair academic advantage. The following list of offenses is not intended to be fully exhaustive of all potential instances of cheating, plagiarism or academic dishonesty. Faculty and administrators may identify other acts constituting any of said types of Student Misconduct.

- Disseminating or receiving answers, data, or other information by any means other than those expressly permitted by the professor as part of any academic exercise.

- Copying answers, data, or other information (or allowing others to do so) during an examination, quiz, laboratory experiment, or any other academic exercise in which the student is not expressly permitted to work jointly with others.

- Assuming another individual's identity or allowing another person to do so on one's own behalf for the purpose of fulfilling any academic requirement or in any way enhancing the student's grade or academic standing.

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- Using any device, implement, or other form of study aid during an examination, quiz, laboratory experiment, or any other academic exercise without the faculty member's permission.

Plagiarism: Deliberately presenting work, words, ideas, theories, etc., derived in whole or in part from a source external to the student as though they are the student's own efforts. Examples of plagiarism include, but are not limited to the following:

- Any information used from any source (books, magazines, articles, newspapers, interviews, television documentaries, films, websites, paintings, images, or other forms of original art or design work etc.) must be cited by providing the author's name and appropriate reference information adhering to the Modern Language Association (MLA) or **American Psychological Association (APA)** style. These citations must be provided when using anyone else's ideas, concepts, theories, opinions, words, statements, images, photographs, and/or artwork. Failure to cite such information constitutes plagiarism on the part of the student.

- Use of exact words from any source (three or more words copied exactly) must be placed within quotation marks. Use of quotation marks indicates that the phrase, sentence, or paragraph was copied word for word. Failure to quote constitutes plagiarism on the part of the student.

- Summarization or paraphrasing ideas or words of a source must be cited using the MLA Style. Copying word for word from a source and changing only one word is not paraphrasing and still constitutes plagiarism.

- Simply highlighting or copying and pasting written work together from one or more source with no original written thought on the part of the student (even if external sources are cited) is plagiarism. Students are expected to research, paraphrase, rewrite, summarize, expand upon, and reach their own conclusions in their own words.

- Presenting any work completed in whole or in part by any individual or group other than the student, as though the work is the student's own, in any academic exercise.

- Buying, selling, bartering, or in any other fashion obtaining or distributing material to be used fraudulently as part of any academic exercise.

Students should be advised that the zero tolerance policy in regards to plagiarism applies to all courses at the University. Students are given the opportunity to ask for help on any assignment from their course instructors. Students may also receive clarification about plagiarism from their instructors, staff at the Learning Center (in Miami), the Library, or from the MLA and/or APA style manual.

CONSEQUENCES OF A PLAGIARISM VIOLATION:
Students found to be in violation of the University plagiarism policy will be placed on Academic Probation for the remainder of their studies at the University. The incident will be reported in writing to the Academic Affairs Office. An investigation of the alleged incident can include interviews with the faculty member, other witnesses, and the Academic Affairs Office. If the investigation reveals that there is evidence of an academic violation, disciplinary action will be taken that is commensurate with the severity of the offense. At the conclusion of the investigation, the student has the right to a hearing and has the right to question both the evidence and the witnesses to the violation.

Disciplinary action for a first-time offense may include one or more of the following:

1. Failure of the assignment, project, test, or paper.
2. Course failure
3. Immediate administrative withdrawal from all courses in the term and a grade of WF in each.

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Students are notified in writing of the decision and disciplinary action taken by the Academic Affairs Office who then places them on Academic Probation for the remainder of their studies at the University. All relevant materials associated with the infraction are placed in the student's academic file.

Extreme instances of plagiarism (multiple assignments plagiarized, use of essay writing services, etc.) may result in immediate academic suspension from all classes taken at the University. A grade of "F" is given for all classes at that time. Students who are academically suspended must go through the re-entry process, including a written letter of appeal to the Academic Affairs Office.

CONSEQUENCES OF CHEATING OR COPYING

Students found to be in violation of the University cheating or copying policy will be placed on Academic Probation for the remainder of their studies at the University. The incident will be reported in writing to the Academic Affairs Office. An investigation of the alleged incident can include interviews with the faculty member, other witnesses, and the Academic Affairs Office. If the investigation reveals that there is evidence of an academic violation, disciplinary action will be taken that is commensurate with the severity of the offense. At the conclusion of the investigation, the student has the right to a hearing and has the right to question both the evidence and the witnesses to the violation.

Disciplinary action for a first-time offense may include one or more of the following:
1. Failure of the assignment, project, test, or paper.
2. Course failure.
3. Immediate administrative withdrawal from all courses in the term and a grade of WF in each.

Students are notified in writing of the decision and disciplinary action taken by the Academic Affairs Office, who then places them on Academic Probation for the remainder of their time at the University. All relevant materials associated with the infraction are placed in the student's academic file. Cheating may result

in immediate academic suspension from all classes taken at the University. A grade of "F" is given for all classes at that time. Students who are academically suspended must go through the re-entry process, including a written letter of appeal to the Academic Affairs Office.

Any second violation of the Academic Dishonesty Policy, including plagiarism and/or cheating or copying, regardless of severity, will result in immediate permanent dismissal from the University.

THE APPEAL PROCESS

Students wishing to appeal the decision of the Academic Affairs Office must do so in writing to the Academic Affairs Office within 72 hours of the receipt of the written notification. All appeals must be submitted in writing to the Academic Affairs Office. The appeal must clearly show there was a *material* error in how the decision was arrived at or the appeal must show that there is more or new evidence that was not considered in the judgment rendered. If the decision is overturned by the Academic Affairs Office, a new written notice will be sent to the student, the faculty member of the course in which the violation occurred, the Affairs Office and the Registrar.

Graduate Programs

GRADUATE STUDENT WITHDRAWAL (MIAMI CAMPUS)

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Graduate students may withdraw at any time from their academic programs; however, upon re-entry, students will be charged at the rate of tuition in force at that time. Students will be notified of any increases at the time of re-entry. Refer to the Change of Student Enrollment Status section for more information.

THESIS/CAPSTONE COMPLETION AND TIMELINE
Each graduate academic program has specific guidelines for the thesis/capstone and timelines for completion. Students should consult often with Academic Affairs and the advisor of their thesis/capstone committee to ensure that they are aware of program requirements.

The thesis is the culminating project of a student's graduate studies that demonstrates original scholarship and contribution to the general knowledge of the discipline. The finished product must demonstrate originality, critical and independent thinking, clarity of purpose, and significant analysis. Individual graduate programs have different requirements for this final project and may refer to it as a capstone, thesis project, or thesis. Each thesis/capstone project will include a written component. The nature of the written piece will be determined by each graduate degree program.

GRADUATE PROGRAMS SATISFACTORY ACADEMIC PROGRESS POLICY
The Satisfactory Academic Progress Policy ensures that all students are maintaining satisfactory academic progress towards successful completion of their academic programs. Completing courses with *C* or better grades indicates academic progress. Receiving *D* or lower grades and/or withdrawing from classes may put students at risk. The evaluation points and milestones contained in the policy are meant to identify problems for which actions of early intervention and/or remediation can be taken. Most critical to this policy is a student's ability to enroll in and complete courses on a consistent and successful manner. This ability is measured in three ways:
- cumulative grade-point-average (CGPA);
- incremental completion rate (ICR); and
- Within a maximum time frame (MTF).

Failure to complete courses successfully for any reason may negatively affect a student's satisfactory academic progress (SAP) and are considered to be punitive grades. Failing courses, being suspended or terminated from courses, or withdrawing from courses could result in the loss of financial aid and/or veterans education benefits and academic dismissal. In order for a student to graduate, the minimum requirements are a CGPA of 3.00, ICR of 66.67%, pass the Thesis Committee review, meet portfolio or other requirements as outlined by the student's degree program, and completion of the program in no more than 150% of total program credits and 5 years beginning with the first day of class. Refer to the Metrics of SAP section below for additional information regarding the calculation of CGPA, ICR and MTF.

Periods of attendance when a student does not receive Title IV aid are included in determining Satisfactory Academic Progress. Periods of Non Attendance are not included in determining SAP. While the terms Academic Warning/Financial Aid Warning and Academic Probation/Financial Aid Probation are used, the statuses apply to all students whether receiving financial aid or not.

Satisfactory Academic Progress Policies in the Pre-Thesis/Capstone stage

1. For **all quarter evaluations** a student must achieve a minimum cumulative grade point average (CGPA) of 3.00 and an incremental completion rate (ICR) of 66.67%. A student not achieving these minimum standards (and **has not reached** the thesis/capstone stage of his or her program) is placed on **academic warning/financial aid warning** for the next quarter. If a student who is already on **academic warning/financial aid warning** fails to achieve these milestones the following term, s/he will be academically **dismissed** from the graduate program.

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2. The student has **one quarter to improve** his or her CGPA or ICR to the mandatory level of at least 3.00 CGPA or ICR 66.67%. If a student fails to do so, the result is **dismissal** from the graduate program.

> **NOTE:** If a student is on academic/financial aid warning for failing to meet the CGPA and ICR requirements, it will be very difficult for him/her to meet the CGPA and ICR milestones of 3.00 and 66.67%. In some cases the student may have to successfully complete all the courses attempted. A student should consult with his/her academic advisor or academic counselor on the exact requirements.

Passing the Mid-program Assessment/Approval to Thesis/Capstone Stage.

1. A **mid-program assessment** (typically, within the first three quarters of the program) of each student takes place to determine whether they will be accepted into the Thesis/Capstone stage of the program. This assessment occurs separately from a particular class and involves faculty from throughout the department. **Students must successfully** complete their mid-program assessments (as determined by the program director) prior to being accepted into the thesis/capstone stage of their programs. Unacceptable assessments will result in **academic warning/financial aid warning** for the following quarter.

2. The student has one quarter to resubmit and successfully complete the mid-program assessment. If at the second attempt, the student's assessment is still unacceptable, the result is an immediate **dismissal** from the graduate program.

Allowable Academic/Financial Aid Probation

Students may be on an **academic warning/financial aid warning status once and academic probation/financial aid probation only once, after successful appeal during their enrollment**. Students not meeting the minimum SAP requirements will be notified in writing by the campus registrar and a meeting with the Academic Affairs Office. Students on academic warning/financial aid warning or academic/financial aid probation status are eligible for financial aid.

Thesis/Capstone Stage

Thesis/Capstone stage of any graduate program refers to the point at which a graduate student has assembled and is working with an approved thesis committee on the written and/or project portion of his or her thesis. This stage usually commences after the mid-program review but may vary per program.

1. For **all quarter evaluations** a student must achieve a minimum cumulative grade point average (CGPA) of 3.00 and an incremental completion rate (ICR) of 66.67%. A student not achieving these minimum standards (and **has not reached** the thesis/capstone stage of his or her program) is placed on **academic warning/financial aid warning** for the next quarter. If a student who is already on **academic warning/financial aid warning** fails to achieve these milestones the following term, s/he will be academically **dismissed** from the graduate program.

2. There **are no academic appeals for dismissals allowed** during the thesis stage.

3. If a student is in the thesis/capstone stage of the program, the student **may not receive a grade less than a "B."** The result of a grade lower than a "B" will be the requirement to retake the course.

4. At the end of the program, each student is required to make a thesis presentation to his or her thesis committee.

5. Students have a maximum time limit o**f five years** to complete their programs **from the first day of attendance** and 150% of the program length in credit hours whichever is less, to complete their programs.

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Appeal Process for Academic Probation/Financial Aid Probation.
A student who is dismissed for violating Satisfactory Academic Progress must appeal in writing to the Academic Affairs Office for re-entry before the start of the quarter in which he/she wishes to return. The written appeal must state the mitigating circumstances that contributed to the dismissal. The written appeal must be supported with appropriate documentation of the mitigating circumstances with an explanation on how the circumstances have been remedied or changed to ensure that he or she will be able to meet satisfactory academic progress if re-admitted.

The result of the appeal (appeal granted or appeal denied) must be provided to the student and catalogued in the Student Information System as well as the student's academic file. As part of the appeal the student must document in writing why he or she did not meet SAP and what in the student's situation has changed that will allow he or she to meet SAP according to a written academic plan.

If the student's appeal is granted, he or she will be placed on Academic Probation/Financial Aid Probation for **one quarter** due to the shorter length of the program. Students are eligible to receive Title IV aid while on Academic Probation/Financial Aid Probation if he or she is otherwise eligible. Failure to meet the minimum CGPA and ICR milestones following the Academic Probation/Financial Aid Probation period will result in a **permanent dismissal**.

If a student appeals and is denied the appeal, he or she must remain out of school until one year after the quarter in which the appeal was denied. The appeal procedure described in this section will apply. The student must demonstrate resolution to the mitigating circumstance(s) and demonstrate that he or she will be able to meet satisfactory academic progress if re-admitted. The applicants will have to include describing why they failed to meet satisfactory academic progress before and what has changed to ensure that he or she will be able to meet satisfactory academic progress if re-admitted. Should the student have his or her appeal denied a second time, the student will be **permanently dismissed** from the institute. Students cannot be on academic probation/financial probation more than once during their enrollment.
The result of the appeal (whether granted or denied) will be provided in writing to the student and recorded in the student's academic file by the school.

Any student who is on Academic/Financial Aid Dismissal can no longer attend school nor get Title IV at the Institution.

Mitigating Circumstances for Appeal
Following is a comprehensive list of events that indicate there may be a **Mitigating Circumstance** which has negatively impacted academic progress:
- Death of an immediate family member
- Student illness requiring hospitalization (this includes mental health issues)
- Severe Illness of an immediate family member where the student is a primary caretaker
- Illness of an immediate family member where the family member is the primary financial support
- Abusive relationships
- Divorce proceedings
- Previously undocumented disability
- Natural disaster
- Family emergency
- Financial hardship such as foreclosure or eviction
- Documentation from the School Counselor and/or a Professional Counselor

- A doctor documented illness of the student for a significant period of time.
- Military Deployment
- Military Permanent Change of Station (PCS)
- Special Circumstances

Students should understand that by having a mitigating circumstance it does not automatically mean the appeal will be approved. The Appeal Committee will review that the student sufficiently providing documentation of the mitigating circumstance (as outlined above) and that the student has resolved the mitigating circumstance.

Students who have an appeal denied can reapply however the passage of time by itself does not impact the Appeal Committee's decision.

Deans of Academic Affairs are responsible for determining the appropriateness of the mitigating circumstance in regards to severity, timeliness, and the student's ability to avoid the circumstance. Any consideration of conditions outside of the list provided should be discussed with The Ai VPAA. Student life issues and making the transition to college are not considered mitigating circumstances under this policy. For purposes of SAP, a family member means the students; spouse, father, mother, sibling or child.

Documentation from a professional counselor should not breach the student/counselor relationship and should remain confidential. A memorandum or letter on school or organizational letterhead indicating a counselor's opinion that student issues may be accommodated to ensure that the student will be able to meet satisfactory academic progress will suffice as proof of mitigating circumstances as well as a student's ability to meet satisfactory academic progress with accommodations from the institution.

Students are NOT allowed to appeal dismissals for violating the 150% completion rate.
Other Reasons for Dismissal
Students may be dismissed from The Art Institutes for other reasons than those stated above if the institution determines that the student cannot satisfactorily meet the academic, professional, or ethical expectations, or other expectations of the program. Dismissal normally occurs when the Chief Conduct Officer or his/her delegate makes a decision for dismissal and communicates that decision to the student.
It is the responsibility of all students to be familiar with The Art Institute Student Conduct Policy in the student handbook (see Section Three, Reach and Section V, Disciplinary Offenses).

Any student who ceased attendance or withdrew from the institution will be evaluated against the minimum standards of the Satisfactory Academic Progress for grades and credits attempted as of the time of withdrawal in his or her last quarter of attendance.   Any student who did not meet the minimum standards of Satisfactory Academic Progress at the SAP evaluation point must go through the same appeal process should the student want to be readmitted. The appeal procedure described in the preceding section applies.

The Metrics of SAP
Academic Grading System

The grading system incorporates letter grades, equivalent numeric values and letter codes as follows:

Letter Grade	Quality Points
A	4.0
A-	3.7
B+	3.4

B	3.0
B-	2.7
C+	2.4
C	2.0
C-	1.7
D+	1.3
D	1.0
F	0.0 *

*F does compute in the CGPA and does count as credit attempted.

Other Grade Codes worth Zero Quality Points:

CR = Credit through examination	Credits Earned/TR grade does not affect ICR/CGPA.
S = Suspension	Affects ICR/MTF/CGPA(Computes as an F)
NP = Not passing/Fail	Does not affect ICR/CGPA This grade designation is utilized to indicate that a student did not acceptably complete a non-credited course
P = Proficiency Credit by Exam or Portfolio	Does not Affect ICR/MTF/CGPA
PA = Pass	This grade designation is utilized to indicate that a student acceptably completed a non-credited course. Does not affect ICR/MTF/CGPA.
SP or SA = Satisfactory/Pass	This grade designation is utilized to indicate that a student acceptably completed a non-credited course. Does not affect ICR/MTF/CGPA.
T = Termination from course	Affects ICR/MTF/CGPA (Computes as an F)
TR = External Transfer Credit	Grade designation utilize for transfer credits. This does not affect CGPA. They do impact ICR and MTF.
EF=Earned F	Students who met the course requirements by completing the final assignment in the course. Final assignment includes a final exam, final project, final paper, portfolio presentation, or capstone project. If a student completed all assignments including the final assignment of the course, but did not pass the course, the F grade will be considered earned. The course's instructor will award this grade when appropriate. Does compute in GPA and CGPA and does count as credit attempted.
U = Unsatisfactory	Indicates that a student unsuccessfully completed a non-credited course. Does not affect ICR/MTF/CGPA.
UF = Unearned F	Students who failed the course AND did not complete the final assignments in the course. Final assignments include, but are not limited to a final exam, final project, final paper, portfolio presentation, capstone project or any other assignment due in the last week of the course. If a student completed some or all of the other requirements in the course but did not complete the

	final assignment of the course and failed the course, the F grade will be considered unearned. An unearned F grade will be reflected as a "UF" grade on the transcript. The course's instructor will award this grade when appropriate. Does compute in GPA and CGPA and does count as credit attempted.
W = Withdrawal	When a student withdraws from the total program of study by the end of the ninth week of the quarter or from individual classes after drop/add but before the end of the ninth week of the quarter. The "W" is not used in the calculation of the GPA or CGPA but is considered attempted credits but not earned credits.
WF = Withdrawal Fail	When a student withdraws from individual classes or a total academic program of study after the ninth week of classes. The "WF" is calculated as an "F" in the GPA and CGPA. The "WF" also counts as attempted credits and not earned credits.
WV = Waiver	Commonly used when waiving a remedial courses and does not affect ICR/MTF/CGPA
WX = Course was registered for but never attended	Self-explanatory and does not affect ICR/MTF/CGPA

Students receive grades at the end of each quarter. The grade report contains both the grade point average for the quarter (GPA) and cumulative grade point average (CGPA) for the program. When a course is repeated after failure, the grade earned upon repeating the class replaces the original grade in determining the grade point average, though the failing grade will still appear on the transcript.

Repeating Courses, Withdrawals, and Transfer Credits
Grades earned in repeated courses will replace grades of 'F', "UF", 'W', or 'WF'. Course credits with grades of 'F', 'UF', 'W', or 'WF' are included in the maximum time frame (MTF) and incremental completion rate (ICR) requirements as credits attempted but not earned. Credits from all repeated courses are included as credits attempted. Transfer credits count in the ICR, MTF but not in the CGPA, and count as attempted and earned credits.

Changed Grade
When a final course grade has been established and recorded in the student record, the grade may not be changed without approval by both the Academic Department Director and the Academic Affairs Office. Only the final grade (not the original grade/code) will be computed in the grade point average. The final grade is the one that counts in the calculation.

Appealing a Final Course Grade:

A student who is concerned with a final grade in a course should initially speak with the course instructor in order to understand how the grade was derived based on the course grading criteria. If, after meeting with the instructor, the student is not satisfied with the explanation of the final grade and does not feel that the grade is justified or appropriate, the student should meet with the Program Chair or Program Coordinator to discuss the situation. If a resolution is not met at this level, the student may file an official grade appeal by submitting an

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Appeal Grade Change form, which includes a written account explaining their perspective as to why the grade is not appropriate based on the course grading criteria and the steps taken to remedy the situation. In addition, the student should include his or her name, phone number, and ID number. This written account should be provided to the Academic Affairs Office before the end of Week One of the quarter immediately following the finalized grade being appealed.

The Academic Affairs Office will convene a committee of qualified academic staff or faculty to review the appeal and reach a final decision. The student may be required to meet with the committee and to provide requested assignments and/or projects from the course. All decisions made by the appeal committee are final and will be communicated to the student within one business day and prior to the end of the schedule adjustment period.

Calculations
The Art Institute measures and records academic performance by computing the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) for each student, using the letter grades, four-point scale and credit-hour values. GPA is the average of grade points a student earns during one quarter. CGPA is the cumulative average of all grade points a student has earned over all quarters at The Art Institute.

Here is an example of how GPA and CGPA are computed: Imagine that a student is taking a total of two courses during one quarter. One course has a four credit hours value and the student earns an A. The second course has a three credit hour value and the student earns a B. Remember, each letter grade carries a grade point value. Grade point values are multiplied by credit hours.

In this example:
A = 4 grade points x 4 credit hours = 16 grade points earned
B = 3 grade points x 3 credit hours = 9 grade points earned

To compute the GPA, divide the total number of grade points earned for the quarter by the total number of credit hours earned for the quarter.

In this example:
16 grade points + 9 grade points = 25 total grade points
25 grade points earned divided by 7 total hours earned = student's GPA for the quarter, 3.571, which is rounded to 3.57. Rounding occurs after the 4 digit of a CGPA is calculated and if the fourth digit is 5 or over, it is rounded up. If the fourth digit is less than 4 it is rounded down.

A student's CGPA is computed in the same way by dividing the student's total grade points earned from all quarters/semester at The Art Institute by the student's total credit hours earned from all quarters at The Art Institute. **Incremental completion rate** is determined as follows (remedial credits do not count in this calculation):

(EARNED CREDITS at the institution + TRANSFER CREDIT Accepted)
(ATTEMPTED CREDITS at the institution + TRANSFER CREDITS Accepted)

The 150% MTF Only the attempted courses required in the program for which the
student is currently enrolled are used in determining the number of MTF credits remaining.

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The 150% MTF is determined as follows:

TOTAL CREDITS NEEDED TO GRADUATE FROM THE PROGRAM x 1.5 =

TOTAL NUMBER OF CREDITS ALLOWED TO ATTEMPT.

Milestones and Evaluation Points for Satisfactory Academic Progress Grid

GRADUATE DEGREE		
Evaluation Point	**Both Milestones (CGPA and ICR) Must be Met**	**Required Action**
Pre-Thesis/Capstone Stage	End of every Quarter must be < 3.00 and 66.67%	Warning (if 1st time)/ Dismissal (if on Warning Before)
Mid Program Assessment	Depending on Program: Failure to Provide an acceptable mid program assessment.	Warning (if first time) Dismissed, if second unsuccessful submission.
Thesis/Capstone Stage	End of every quarter during Thesis/Capstone Stage: < 3.00 and 66.67% Earns a Grade lower than a 'B'	Warning (if 1st time)/Dismissal (if on Warning Before) Required to repeat the course.
Throughout the entire Program	Exceeds the 5 Year time limit to complete the program including Thesis. Anything in excess of 150% MTF	Academic/Financial Aid Dismissal

Note: Graduate students can only be on Academic Affairs Warning/Financial Aid Warning and Academic Affairs Probation/Financial Aid Probation <u>once</u> during their enrollment.

Satisfactory Academic Progress for Educational Benefits which are not Title IV Funds
Please note that in order to receive and/or retain certain education benefits from a source other than the Department of Education, it may require a higher cumulative grade point average and/or a higher incremental completion rate. Examples of these education benefits are State Grants, Veterans' Benefits, Department of Defense (TA) benefits or employee reimbursements. Please check with the Student Financial Service Office for details.

Student Conduct Policy

Section I – Guiding Principles

The College recognizes its students as responsible and dedicated men and women who are preparing for career employment. An integral part of their career and professional development is the expectation that they conduct themselves during the education process in the same manner as will be expected in all employment situations. As members of the College community, students have responsibilities and duties commensurate with their rights and privileges. In this policy, the College provides guidance to

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students regarding those standards of student conduct and behavior that it considers essential to its educational mission. This policy also provides guidance regarding the types of conduct that infringe upon the fulfillment of the Institute's mission.

Section II - Scope

This Student Conduct Policy applies to all students and student organizations at the College.

Section III - Reach

The Student Conduct Policy shall apply to student conduct that occurs on college premises including online platforms, at college-sponsored activities, student organization sponsored events or in Campus Sponsored Housing. At the discretion of the Chief Conduct Officer (Director of Student Services, Academic Affairs Office or a delegate as appointed by the Campus Leader of the College), the Policy also shall apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial college interest and potentially violates a campus policy.

Section IV - Responsibilities of Dual Membership

Students are both members of the College community and citizens of the state. As citizens, students are responsible to the community of which they are a part, and, as students, they are responsible to the academic community of the College and to other individuals who make up the community. By enforcing its Student Conduct Policy, the College neither substitutes for nor interferes with other civil or criminal legal processes. When a student is charged in both jurisdictions, the College will decide on the basis of its interests, the interests of affected students, and the interests of the community whether to proceed with its disciplinary process or to defer action.

Section V - Disciplinary Offenses

The offenses listed below are given as examples only. The College may sanction other conduct not specifically included on this list.

Scholastic Dishonesty

- Plagiarism

- Cheating on assignments or examinations

- Engaging in unauthorized collaboration on academic work

- Taking, acquiring or using test materials without faculty permission

- Submitting false or incomplete records of academic achievement

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• Altering, forging or misusing a college academic record

• Fabricating or falsifying data, research procedures, or data analysis

• Deceiving the College and/or its officials

Misuse or abuse of school assigned email address and log-in information Sharing your username or password for any school assigned system with any student or non-student individual

• Logging-in to a school assigned system with the intention to display classroom environment to other student or non-student individuals

• Allowing an individual access to post information in the on line environment on your behalf or with the intention of impersonation.
  o Note: on ground students cannot share or give access to other students or non-student individuals to access the student portal (unless designated for training purposes at the direction of a campus official)

Illegal or Unauthorized Possession or Use of Weapons

• Possession or use of firearms, explosives, fireworks, ammunition, dangerous chemicals, or other weapons, likenesses of weapons, on college property, Campus Sponsored Housing or at college sponsored functions, except where possession is required by law.

Sexual Assault or Nonconsensual Contact

• Any form of unwanted sexual attention or unwanted sexual contact. (See the Sexual Misconduct and Relationship Violence Policy for more detail. For all cases covered by the Sexual Misconduct and Relationship Violence Policy, the investigation and disciplinary procedures outlined in that policy shall govern.)

Threatening, Violent or Aggressive Conduct

• Assault, battery, or any other form of physical abuse of a student or college employee.

• Fighting or physical altercation.

• Conveyance of threats by any means of communication including, but not limited to, threats of physical abuse and threats to damage or destroy college property or the property of other students or college employees.

• Any conduct that threatens the health or safety of one's own self or another individual. Threats to commit self-harm and/or actual incidents of self-harm by any student.

Theft, Property Damage and Vandalism

• Theft, attempted theft, vandalism/damage, or defacing of college property, college controlled property or the property of another student, faculty, staff member or guest.

• Extortion.

• Setting fires, tampering with fire safety and/or fire fighting equipment.

Disruptive or Disorderly Conduct

• Disruptive Behavior, such as, Interference with the normal operations of the College (i.e., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic or other college activities)

Disruptive Classroom Conduct, such as:

• Engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities, or

• Written or verbal acts or uses of technology, which have the effect of disrupting the online classroom learning environment.

• Use of cell phones and pagers during scheduled classroom times.

Disorderly Conduct, such as:

• Disorderly, lewd, indecent, or obscene conduct.

• This would include but is not limited to any type of clothing, gang colors, gang symbols or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent or obscene as determined by college officials;

• Breach of peace on college property or at any college-sponsored or supervised program; or

• Any in-school, online classroom, or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of the College and/or its reputation.

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Illegal or Unauthorized Possession or Use of Drugs or Alcohol

• Use, sale, possession or distribution of illegal or controlled substances, drug or drug paraphernalia on college property or at any function sponsored or supervised by the College.

• Being under the influence of illegal or controlled substances on college property, or at any college function.

• Use, sale, possession or distribution of alcoholic beverages on college property or at any function sponsored or supervised by the College.

• Being under the influence of alcohol on college property or at any college function is also prohibited.

Verbal Assault, Defamation and Harassment, Verbal Abuse of a Student or College Employee.

• Harassment by any means of any individual, including coercion and personal abuse. Harassment includes but is not limited to, written or verbal acts or uses of technology, which have the effect of harassing or intimidating a person.

• Harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability or any other criteria protected by state, federal or local law.

Hazing

• Any form of "hazing" and any act that endangers the safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. "Hazing" includes any method of initiation or pre-initiation into a student club or any pastime or amusement engaged in with respect to such a club that causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending the College.

Falsification

• Willfully providing college officials with false, misleading or incomplete information.

• Forgery, falsification, alteration or misuse of college documents, records or identification with the intent to injure, defraud, or misinform.

Abuse of the College's Disciplinary System, including but not limited to:

• Failure to obey the summons of a disciplinary body or college official.

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• Falsification, distortion, or misrepresentation of information before a disciplinary body or college official.

• Disruption or interference with the orderly conduct of a disciplinary proceeding.

• Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding.

• Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/ or after the disciplinary proceeding.

• Failure to comply with the sanction(s) imposed under the student conduct policy.

• Influencing or attempting to influence another person to commit an abuse of the disciplinary system.

Unauthorized Use or Misuse of College Facilities

• Unauthorized entry into, unauthorized use of, or misuse of college property, including computers and data and voice communication networks.

Violation of Federal or State Laws

• Violation of federal, state or local laws and college rules and regulations on college property or at college-sanctioned or college-sponsored functions. In addition, students must disclose any criminal conviction received while a student to the Regional Dean of Student Life/Student Life Office within 5 days of the conviction.

Insubordination

• Persistent or gross acts of willful disobedience or defiance toward college personnel.

• Failure to comply with direction of college officials, faculty, staff or security officers who are acting in the performance of their duties.

• Failure to exit during fire drill.

• Failure to identify oneself when on college property or at a college- sponsored or supervised functions, upon request of college official acting in the performance of his/her duties.

Violations of College Rules

• Violations by guest of a student on college property. Students are responsible for the actions of their guests.

• Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or firefighting equipment, failure to exit during fire drill, turning in false fire alarms and bomb threats.

• Smoking in classrooms or other college buildings or areas unless designated as a smoking area.

• Any violation of the student housing license agreement, rules and regulations and/or the College- sponsored housing student handbook.

• Any violation of the institution's policies on the responsible use of technology including but not limited to:

> • The theft or abuse of computer, email, Internet or Intranet resources
>
> • Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose
>
> • Unauthorized transfer of a file
>
> • Unauthorized downloading of copyrighted materials in violation of law
>
> • Unauthorized use of another individual's identification and/or password
>
> • Use of computing facilities to interfere with the work of another student, faculty member, or school official
>
> • Use of computing facilities to send obscene or abusive messages
>
> • Use of computing facilities to interfere with normal operation of the school's computing system
>
> • Failure to satisfy school financial obligations.

The above list is illustrative only, and the College may sanction other conduct not specifically included on this list.

Section VI - Sanctions

The College may impose sanctions for violations of the Student Conduct Policy. The type of sanction imposed may vary depending upon the seriousness of the violation(s). The College reserves the right to immediately impose the most severe sanction if circumstances merit.

Although not exhaustive, the following list represents the types of sanctions that may be imposed upon any student or student organization found to have violated the Student Conduct Policy:

1. Warning: A notice in writing that a student has failed to meet some aspect of the school's standards and expectations.

2. Probation: Probation is used for repeated violations or a specific violation of a serious nature as a first course of action. The Chief Conduct Officer or his/her delegate defines the terms of probation.

3. Discretionary Sanctions: The student will be required to complete an educational service, attend counseling, or have restricted privileges.

4. Removal from Sponsored housing: The student will be immediately dismissed from Campus Sponsored Housing. The student will be required to vacate the premises according to the terms of the sanction.

5. Suspension: Separation of the student from the campus for a pre-determined period of time. The student may be able to return to campus once specified conditions for readmission are met. The student may not attend classes, visit campus-sponsored housing, use school facilities, participate in or attend college activities, or be employed by the school during his/her suspension.

6. Expulsion: The student will be expelled from the College immediately. The student will not be permitted to continue his or her studies at the College and may not return to the College or to Campus Sponsored Housing or activities at any time or for any reason.

7. Restitution: Compensation for loss or damage to property leased, owned or controlled by the school. This may take the form of monetary or material replacement.

The above list is only a general guideline. Some sanctions may be omitted, and other sanctions not listed above may be used.

Section VII – Disciplinary Procedures

Complaint

Any member of the College community may file a complaint against any student for misconduct or for otherwise being in violation of the College policies.

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1. The complaint shall be prepared in writing or in an incident report and directed to the Chief Conduct Officer or his/her delegate.

2. The written complaint or incident report should include the nature of the offense, date, approximate time and location of incident. The name of the victim, offender and any witness/s may be included.

3. Complaints or incident reports should be submitted within 48 hours after the alleged violation occurred unless there are extenuating circumstances requiring a longer timeframe.

The Chief Conduct Officer or his/her delegate may review and investigate the complaint to determine if the allegations have factual merit, to identify violations of the Student Conduct Policy, and to impose sanctions for such violations.

Generally, the accused should be given the opportunity to tell his or her account of the situation and to provide this information, in writing, unless the College determines that the circumstances do not warrant disclosure of some or all of the facts.

Search of Student's Property

Students have no expectation of privacy in their personal property while on campus. The College reserves the right to search the contents of students' personal property or belongings at any time and for any reason, including when there is reasonable suspicion on the part of the Institute staff that a risk to the health, safety or welfare of students, and/or the school community exists and including searches pursuant to an investigation of potential wrong doing. This includes but is not limited to vehicles brought onto property leased, owned or controlled by the school, backpacks, portfolios and clothing. This policy also applies to student property in Campus Sponsored Housing, student e-mail and/or computers.

Notification and Determination of Violations that Warrant Disciplinary Meeting

1. The Chief Conduct Officer or a delegate may choose to conduct a disciplinary meeting. Potential attendees include a student or students, the Chief Conduct Officer or his/her delegate and others who may have relevant information. The Student should receive advance notice of the allegations and the reason for the meeting.

2. After the meeting the Chief Conduct Officer or his/her delegate will determine whether it is more likely than not that a violation occurred, may render and communicate the decision to the student in writing, which shall describe the violation and the sanctions imposed, if any, and the student's right to appeal. If the Chief Conduct Officer determines that there was no violation, that decision may be documented in writing to the student as well.

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• If a student fails to appear for the meeting, the Chief Conduct Officer or his/her delegate may make a determination of violations of The Art Institute policies on the basis of the information available, and impose sanctions for such violations.

Notification and Determination of Violations that Warrant Disciplinary Hearing or Panel

In some cases, involving serious violations, the Chief Conduct Officer or his/her delegate, hereby referred to as "Hearing Officer", in his or her sole discretion, may choose to assemble a Disciplinary Panel to adjudicate the process.

1. The Hearing Officer may immediately (before a hearing takes place) remove the student from the campus community pursuant to an Interim Suspension until the Disciplinary Panel is convened. (see interim suspension)

2. The Student should receive advance notice of the allegations and the reason for the meeting. A student may forgo attendance at the hearing and a determination of the sanction will be made by the Disciplinary Panel.

3. Hearings normally shall be conducted in private. The Disciplinary Hearing is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the hearing.

4. The student may be accompanied by one person (family member, friend, etc.) to provide support. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee

5. In Hearings involving more than one student, the Hearing Officer, in his or her discretion, may permit the hearing concerning each student to be conducted separately.

6. The Disciplinary Panel may hear from any person who may have relevant information and the Panel may review any documents presented to them. a) Pertinent records, documents and written statements may be considered by the Hearing Officer at his/her discretion. b) The Disciplinary Panel may ask questions and may seek information not provided to it.

7. The Disciplinary Panel may determine whether it is more likely than not that a violation occurred. The Panel should communicate to the Hearing Officer its decision and its recommended sanction, if any.

8. After the Hearing, the Hearing Officer will issue a written decision to the accused student which identifies the accusations and the panel's conclusions, any sanctions, and the student's right of appeal.

9. In general, the accused should have access to the documentation reviewed by the panel, however identifying names and information may be removed from the documentation when necessary to protect other student's privacy rights.

Disciplinary Panel

A Disciplinary Panel may consist of members of the College Executive Committee, Campus Staff, Faculty or Student Body. When students are permitted on the Panel, the accused student should sign a form granting permission to release his/her educational records to a student serving on the Panel. Failure to sign the permission constitutes an agreement to have no student on the Panel.

Administrative Interim Suspension

Students may be administratively suspended on an Interim basis when:

1. Serious allegations are being investigated;

2. Serious allegations are pending before a disciplinary panel;

3. In advance of a disciplinary panel hearing; or

4. When a student potentially poses a threat of harm to himself, to others, or to property of the Institute or a member of the Institute community.

During the Interim Suspension, students are denied access to Campus Sponsored Housing and/or to the school (including classes, labs, Library) and/or all other school activities or privileges for which the student might otherwise be eligible, as the Chief Conduct Officer or his/her designee may determine to be appropriate.

This Interim Suspension period should last no longer than three business days, and the Chief Conduct Officer or his/her delegate may make reasonable provisions to provide for accommodations of a student in Campus Sponsored Housing.

The Interim Suspension is not to be considered disciplinary, but it is a tool to separate potential adversaries until a reasoned decision can be made.

Section VIII – Appeal Procedures

Students have a right to appeal disciplinary actions when they believe they have extenuating circumstances or believe themselves to have been treated in an arbitrary or biased fashion or without adherence to the College policies and procedures.

> • During an appeal, the student should continue to obey the terms of the decision, i.e., a student who has been suspended from school may not be on school property, a student dismissed from Campus Sponsored Housing must leave in accordance with the directions indicated in the decision

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• The student must write a letter of appeal in the student's own words, addressed to the Campus Leader of the College or his/her delegate. This letter must clearly state the extenuating circumstances or the grounds for believing the decision was arbitrary or biased or that it was without adherence to the College's policies and procedures, and provide any supporting documentation. It must be delivered to the Campus Leader or his/her delegate within seven calendar days following the student's receipt of the decision.

• Students should provide documentation to support the allegations of the appeal.

• The Campus Leader or his/her delegate may appoint an ad hoc committee to review appeals and make a recommendation regarding disposition of the appeal within 30 days of the date of receipt of the appeal. This committee will be comprised of faculty or staff members not involved in making the initial disciplinary decision.

• The Campus Leader and/or the committee may decide to convene an appeal hearing. The student will be notified in writing of the date and time of the appeal. The student is expected to attend the meeting, and failure to do so, for other than documented emergencies, may be considered forfeiture of the right to present further information regarding the appeal.

• The student making the appeal may be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc.) as an observer. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.

• The Appeal Committee is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the meeting.

• Audio recording of the academic hearing is not permitted. Minutes of the meeting are confidential.

• Following appropriate review and deliberation, the committee will report to the Campus Leader or his/her delegate with its recommendation following its review of the appeal. The Campus Leader or his/her delegate will render a written decision on the appeal within thirty calendar days from receipt of the appeal. The decision will be final.

ANTI-HAZING POLICY
Hazing involving the University students or student groups is strictly prohibited. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any club or organization operating under the sanction of an institution of higher education.

For purposes of this definition, any activity as described in this definition that the initiation or admission into or affiliation with a club or organization is directly or indirectly conditioned shall be presumed to be "forced" activity,

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the willingness of an individual to participate in such activity notwithstanding. This policy is applicable to all students and members of a student club or organization at the University. Every student and member of a student club or organization is responsible for complying with this policy.

Individuals and/or student clubs that force, require, and/or endorse violations will be held directly responsible through the University's student conduct process and if appropriate, through local authorities, which may pursue criminal action. Students who wish to make a complaint under this policy should contact the Regional Dean of Student Life/Student Life Office. The negligence or consent of a student or any assumption of risk by the student is not a defense to an action brought pursuant to this policy. Student club activities or programs must not interfere with the rights and activities of others and should always reflect the best interests of the members of the organization it represents and the Univeristy community as a whole. In all cases of alleged violations of this policy, faculty and staff advisors and the national/international headquarters, if applicable, of any organization will be notified.

GRADUATE PROGRAM APPEALS PROCEDURES

PROCEDURE FOR GRADE APPEAL

A student who believes that an assigned grade is incorrect should first discuss the assignment of the grade with the instructor of record no later than the end of the second week of the following session. The instructor will review the grade and process the change or, upon finding that the grade in question is correct, will inform the student of the actual nature of the grade. Students who do not think the problem has been or will be resolved to their satisfaction should address their concern to the Academic Affairs Office, who will seek to resolve the matter with the instructor and the student. Consistent with principles of academic freedom, responsibility for evaluation of a student's work rests with the course instructor. All decisions of the Academic Affairs Office regarding grade appeals are final.

Procedure for Appealing Academic Termination

A student terminated for violating the Satisfactory Academic Progress Policy (SAPP) must appeal in writing to the Academic Affairs Office for re-entry before the start of the quarter in which she or he wishes to return. Only those students who are found to have had mitigating circumstances (refer to the **Mitigating Circumstances for Appeal** within the Graduate Satisfactory Academic Progress Policy that led to the unsatisfactory academic progress will be considered for readmission. All pertinent documentation must be submitted along with the appeal letter. Students who are readmitted are placed on academic probation and must show significant improvement upon readmission. The Academic Affairs Office, after consultation with the Academic Affairs Office, and, if applicable, his or her thesis/capstone advisor, will make a decision regarding readmission. All decisions of the Academic Affairs Office regarding academic terminations and their subsequent appeals are final. Students who are reinstated into the University will be placed on academic probation until they have met all requirements for satisfactory academic progress.

Listed below are the documents needed for an appeal to be considered by the Academic Affairs Office. Missing documents will result in a delay in the appeals process.

1. Written Appeal Letter to the Academic Affairs Office
   Materials should be sent/emailed/faxed to:
   Academic Affairs Office

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Phone: (305) 428-5655 | Fax: (305) 374-7946

2. Documentation of Mitigating Circumstances
   Examples of mitigating circumstances include death in the immediate family, hospitalization of a student, documented medical problems, and other special circumstances such as independently documented work related transfers, natural disasters, and family emergencies. Mitigating circumstances are generally events that are outside the student's control and are unavoidable.
3. Plan of Action
   The written appeal must be supported with appropriate documentation of the mitigating circumstances with explanation on how the circumstances have been remedied or changed.

PROCEDURE FOR APPEALING HONOR CODE VIOLATION

Students wishing to appeal the decision of the Academic Affairs Office must do so in writing to the Academic Affairs Office within 72 hours of the receipt of the written notification. All appeals must be submitted in writing to the Academic Affairs Office. The appeal must clearly show there was a material error in how the decision was arrived at or the appeal must show that there is more or new evidence that was not considered in the judgment rendered. If the decision is overturned by the Academic Affairs Office, a new written notice will be sent to the student, the faculty member of the course in which the violation occurred, the Academic Affairs Office and the Registrar

ACADEMIC TERMINATION RE-ENTRY PROCESS

Any student academically terminated who does not appeal at the time of termination and does not continue into the immediately following term is considered a re-entry student and must appeal before the start of the quarter in which he or she wishes to return. Likewise, any student who ceased attendance during the term and who subsequently does not meet minimum satisfactory academic progress requirements must go through the same appeal process in order to return the following term. Any student appealing for re-entry must follow the procedure outlined in the previous section. If the appeal is granted, the re-entering student will be placed on probation during the quarter of return. The student must meet the minimum standards of satisfactory academic progress to continue in the program. The student must successfully retake courses previously failed so that the recalculated cumulative GPA and successful completion percentage meet or exceed the minimum requirements. The academic affairs department will conduct an evaluation of the student's academic performance as part of the re-entry process, a copy of which will be given to the student.

ACADEMIC DISHONESTY

The same policy as stated above for undergraduate students applies to graduate students.

INTELLECTUAL PROPERTY POLICY

I.   Purpose or Scope

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students and individuals to civil and criminal liabilities. Almost all of the music, movies, television shows, software, games and images found on the Internet are protected by federal copyright law. The owner of the copyright in these works has the right to control their distribution, modification, reproduction, public display and public

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performance. It is therefore generally illegal to use file sharing networks to download and share copyrighted works without the copyright owner's permission unless "fair use" or another exemption under copyright law applies.

Fair use under the federal Copyright Act allows the use without permission of copyrighted material for the purpose of criticism, comment, news reporting or teaching under certain limited circumstances. There is no blanket exception from liability for students or employees of educational university, however, and whether the use of copyrighted material without permission falls with "fair use" or one of the other exceptions in the Act depends on a very detailed, case-by-case analysis of various factors. Students should be aware that sharing music, videos, software and other copyrighted materials is very likely not to be considered a "fair use" and therefore may be a violation of the law. A violation of the Miami International University of Art & Design's, including its branches – The The Art Institute of Dallas and The Art Institute of Tampa - policy for use of its information technology system can result in termination of network access for the student and/or other disciplinary action including removal of the student from the Miami International University of Art & Design, including its branches –The Art Institute of Dallas, and The Art Institute of Tampa.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

The University's policies in regard to copyright infringement via the Internet prohibit the illegal downloading or unauthorized distribution of copyrighted materials using the University's information technology system. The

 University's policies prohibit use of the University's computer network to engage in illegal copying or distribution of copyrighted works such as by unauthorized peer-to-peer file sharing (i.e., the sharing of copyrighted works, typically in digital or electronic files) without permission.

As a creative community of teachers, artists and scholars, the University is committed to encouraging the creation of new works, new ideas, and new forms of creative and scholarly expression. This Policy on Intellectual Property is provided to protect the interests of those who create as well as the interests of the University itself, which supports this creative and scholarly work.

This document expresses the University s policy regarding ownership and usage rights with respect to Intellectual Property (as hereinafter defined). It covers all those who are a part of the University – faculty, staff, students, visiting artists, visiting scholars, or other participants enrolled, employed or affiliated with the University , and this Policy governs in all circumstances, unless the University has modified it through a written agreement connected to a sponsored or commissioned work or as part of work under a grant or contract. Should there be any conflict between

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the provisions of this Policy and the terms of a separate written agreement between the University and any party, the terms of that separate written agreement will govern. This Policy is not intended to limit "fair use" as defined by U.S. laws.

II.   Definitions (if applicable)

The following terms are used throughout the Policy and are defined as follows:

A. *Copyright* - Copyright is the intangible property right granted for a limited period of time by federal statute (Title 17 of the U.S. Code) for an original work of authorship fixed in any tangible form of expression. Copyright provides the owner with five exclusive rights, including the exclusive right to reproduce the work, to prepare derivative works based on the work, to distribute copies of the work to the public by sale or other transfer of ownership (or by rental, lease, license or lending), to display the work publicly and to perform the work publicly (if relevant).

B. *Commissioned Work* - A Commissioned Work is defined as a Work (as defined in paragraph K) that is produced or created pursuant to a written agreement with the Institution and for Institution purposes by (a) individuals not under the employ of the Institution or (b) Institutional Employees (as defined in paragraph D) acting outside the scope of their regular Institution employment, as determined by their existing Institution employment arrangement or contract.

C. *Independent Academic Effort or Creative Activity* - Independent Academic Effort or Creative Activity is defined as the inquiry, investigation, research, or creative activity that is carried out by faculty, staff and Students of the Institution working on their own, that advances knowledge or the development of the arts, sciences, humanities, or technology where the specific direction, methodology, and content of the pursuit is determined by the faculty, staff member(s), or Student(s) without the direct assignment, supervision, or involvement of the Institution.

D. *Institutional Employee* - An Institutional Employee is a full-time or part-time faculty member, visiting faculty, adjunct faculty, artist, scholar, or fellow (as defined in the Faculty Handbook), or a full-time or part-time staff member (as defined in the Staff Handbook), or Student, who is employed by the Institution or who is working under an Institution contract, either expressed or implied.

E. *Intellectual Property* - Means: (i) trademarks, service marks, brand names, trade dress, assumed names, trade names, slogans, URLs, domain names, logos and other indications of source, sponsorship or affiliation, together with all associated goodwill (whether the foregoing are registered, unregistered or the subject of a pending application for registration); (ii) inventions, developments, improvements, discoveries, know how, concepts and ideas, whether patentable or not, in any jurisdiction; (iii) patents, patent applications and patent disclosures; (iv) trade secrets and proprietary or confidential information; (v) writings and other works of authorship, whether subject to copyright protection or not, in any

jurisdiction, including but not limited to literary works (such as books, scholarly articles, journal articles and other articles, theses, research, course syllabi, curricula, exams, instructional and evaluation materials for classes, courses, labs or seminars, study guides, student rosters and attendance forms, grade reports, assessment of student work and projects, course or program proposals, software, data and databases, lecture and presentation materials); musical works (including any accompanying words); dramatic works (including any accompanying music); pantomimes and choreographic works; pictorial, graphic, and sculpture works (including graphic designs; illustrations, photographs, paintings, sculptures and other works of art); motion pictures and other audiovisual works (including films, audio and video recordings and multimedia projects); sound recordings; architectural works; and compilations; and (vi) copyrights, copyright registrations and applications for registration of copyrights in any jurisdiction.

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F. *Patent -* A United States patent is a grant which gives the owner of the patent the right to exclude all others from making, using, or selling the claimed invention in the United States for a set period of time. Similar rights are granted in other countries, but the discussion of Patents in this Policy will focus specifically on United States patent rights.

G. *Sponsored Work -* Sponsored Work is a Work (as defined in paragraph K) that is produced or created under an agreement between the Institution and a sponsor which provides the Institution with ownership and/or usage rights to the Work and Intellectual Property produced under the agreement. Sponsored works do not include works created through independent academic effort or creative activity, even when based on the findings of the sponsored project, so long as an agreement does not state otherwise.

H. *Student -* A Student is a regularly registered, full- or part-time, undergraduate or graduate at the Institution, including students attending the Institution as "special status students": e.g., as participants in Professional Institute for Educators (PIE), Continuing Education (CE), the Pre-College or Saturday programs, or in exchange programs or through special grants or fellowships.

I. *Substantial Institutional Resources -* Any substantial use of Institution equipment, facilities, time, personnel, or funds, and use of Institution resources that are not "commonly provided", is considered a use of "Substantial Institutional Resources." This use does not include resources commonly provided to Institution faculty and staff, such as offices, library facilities, basic artistic facilities, and everyday telephone, computer, and computer network support. However, substantial time spent in the use of these latter resources may constitute the use of "Substantial Institutional Resources." Resources not considered "commonly provided" include specially procured equipment or space, additional staffing or personnel, utilization beyond normal work hours of Institution personnel, and monetary expenditures that require a budget. Faculty may use the basic artistic facilities unless use infringes on student use of those facilities for coursework.

J. *Trademark and Service Mark -* A trademark or service mark is any word, phrase, name, symbol, logo, slogan, device, or any combination thereof that is used in trade to identify and distinguish one party's goods or services from those of others.

K. *Work -* The term "Work" as used in this Policy shall be defined to include all of the items identified in Sections (i), (ii), (iv) and (v) of the definition of Intellectual Property in paragraph E.

L. *Work Made for Hire -* A "Work Made for Hire" is defined as a Work (as defined in paragraph K) prepared by an employee within the scope of his or her employment.

Consistent with the Copyright Act of 1976, as amended, a Work Made for Hire under this Policy also includes a work specially ordered or commissioned for use as a contribution to a collective work, as a part of a motion picture or other audiovisual work, as a translation, as a supplementary work, as a compilation, as an instructional text, as a test, as answer material for a test, or as an atlas, if the parties expressly agree in a written instrument signed by them that the work shall be considered a work made for hire.

Examples of works made for hire include software programs created within the scope of an employee's duties by a staff programmer, a newspaper article written by a staff journalist for the newspaper that employs him/her, and a musical arrangement or ditty written for a music company by a salaried arranger on its staff.

III. Policy Provisions

A. *Faculty, Staff and Student Works*

1. <u>General Rule</u>.

Subject to the exceptions noted in this Policy, as a general rule, the University does not claim ownership of Intellectual Property developed through Independent Academic Effort or Creative Activity and that is intended to disseminate the results of academic research and scholarship, and/or to exhibit forms of artistic expression on the part of faculty, staff, and Students.

2. <u>Exceptions to the General Rule</u>.

Exceptions to the general rule set forth in III.A.1 above include Intellectual Property developed by faculty, staff, Students and Institutional Employees under any of the following circumstances:

(a) The Intellectual Property is developed as a Sponsored Work.

(b) The Intellectual Property is developed as a Commissioned Work.

(c) The Intellectual Property is developed using Substantial Institutional Resources.

(d) The Intellectual Property is developed by the creator within the scope of his or her employment with the University and constitutes a Work Made for Hire.

(e) The Intellectual Property is developed by a creator who is assigned, directed or funded by the University to create the Intellectual Property.

(f) The Intellectual Property is developed under a grant, program or agreement which provides the University with ownership rights, in whole or in part, to the Intellectual Property.

Under the circumstances described in Section III.A.2(a) through (f) above, the Intellectual Property shall be owned by the University (or by the University and any other party as specified in any written grant, program or agreement).

The creator of any Intellectual Property that is or might be owned by the University under this Policy is required to make reasonable prompt written disclosure of the Work to an officer designated by the University's Campus Leader, and to execute any document deemed necessary by the University to perfect legal rights in the University and enable the University to file applications for registration when desired.

3. <u>Ownership Rights in Specific Types of Works</u>.

For purposes of clarification and without limiting the general rule and exceptions set forth in Sections III.A.1 and 2 above, ownership rights in the following types of Works are allocated as set forth below:

(a) Curricular materials including course outlines, curricula, lesson plans, course handouts, PowerPoint and other presentation materials (in all forms and media), course content and syllabi are deemed to be Works Made for Hire and therefore all Intellectual Property associated therewith is owned by the University. Likewise, student rosters, attendance forms, interim grade reports, and assessments of student projects, including all Intellectual Property associated therewith, belong solely to the University.

(b) Unless developed under the circumstances set forth in Section III.A.2 (a) through (f), or a written agreement provides otherwise, scholarly articles and papers written for publication in journals, presentations and scholarly papers prepared for seminars and conferences, and personal lecture or teaching notes are typically not considered to be owned by the University as Works Made for Hire or otherwise.

(c) If any Intellectual Property to be owned by the University under Section III.A.2 (a) through (f) above is developed jointly with a non-Institution party, the parties respective ownership and usage rights in the resulting Intellectual Property shall be set forth in a written agreement.

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(d) Where Intellectual Property is to be developed using Substantial Institutional Resources, authorized representatives of the University will develop a written agreement with the user of those resources, which must be executed by the parties prior to use of the resources, to identify the nature and terms of the use, including possible reimbursements or other systems of compensation back to the University.

(e) Unless a Work is developed under the circumstances set forth in Section III.A.2 (a) through (f), or a written agreement provides otherwise, all Intellectual Property created by faculty during sabbatical are owned by the faculty.

(f) Unless the Work is developed under the circumstances set forth in Section III.A.2 (a) through (f), or a written agreement provides otherwise, Intellectual Property created by a Student working on his or her own, or developed in the context of a course, is owned by the Student and the University will not use the Student's Work without the Student's permission to do so.

(g) Students working on a project governed by an existing written agreement to which the University is a party are bound by all terms of that agreement.

(h) Students hired to carry out specific tasks that contribute to Intellectual Property of the University retain no rights of ownership in whole or in part to that Intellectual Property or to the Student's contribution to that work.

(i) Students who wish to work collaboratively with Institutional Employees on projects which involve the creation of Works and Intellectual Property are required to sign and deliver an acceptable written agreement to the University outlining their rights before commencing work on such projects. Either party has the right to initiate such agreement.

(j) The rights of the University to a perpetual, worldwide license (exclusive or non-exclusive, as the University deems necessary), to use and reproduce copyrighted materials for educational, research, and promotional purposes must be included in any agreement with a non- Institution sponsor.

B. *Independent Contractor Works*.

As a general rule the University will own Intellectual Property created by an independent contractor if a written agreement signed by the parties so provides, or the University has specially ordered or commissioned the work and such work is designated as a Work Made for Hire in a signed written agreement between the parties. If the University does not own the Intellectual Property created by an independent contractor, it shall have a right or license to use any Work produced by the independent contractor in the course of performance of the contract, in accordance with the parties' agreement.

IV.   Institution's Usage Rights

To the extent that faculty, staff or Institutional Employees retain ownership of Work and Intellectual Property according to this Policy the University shall have a permanent, non-exclusive, worldwide, royalty free right and license to make educational use of such Work and Intellectual Property, including the right to use, reproduce, distribute, display, perform and modify (i.e. create derivative works) such Work and Intellectual Property in all forms and media now known or hereafter existing in connection with its curriculum, courses of instruction and educational programs, and any related accreditation or promotion of the University. Where practicable, the University will use best efforts to cite the creator of the Work if the University exercises such usage rights.

V.   Institution's Marks

Intellectual Property comprised of or associated with the University's Trademarks and Service Marks, including but not limited to its name, logos, slogans, insignia, and other symbols of identity (collectively the "Marks")

belongs exclusively to the University and/or its affiliates. This Policy is designed to protect the reputation of the University and its affiliates, and to prevent the illegal or unapproved use of the University's Marks.

No Institution Mark may be used without the prior, written authorization of the appropriate authorities of the University. However, faculty, staff, and Students may identify their status or professional affiliation with the University as appropriate, but any use of the University's Marks in this regard must avoid any confusing, misleading or false impression of affiliation with, or sponsorship or endorsement by, the University. No products or services may be marked, offered, sold, promoted or distributed with or under the University's Marks without the University's prior written permission and compliance with the licensing policies of the University. All requests for use of Institution Marks must be submitted in writing to an officer designated by the Campus Leader. The designated Institution officer retains information concerning what marks, names, logos, symbols, insignias, and related words, phrases, and images currently comprise the University's Marks.

VI. Substantial Use of Institution Resources

Although "Substantial Institutional Resources" is defined (see Section II. Terminology), it is acknowledged that such resources and their use may change over time, with changes in technology, physical infrastructure of the University, modes of employment, etc. Therefore, this Policy allows the Academic Policy Advisory Committee to review the definition of "substantial use" from time to time and implement any changes or clarification to the definitions which the University deems necessary in order to establish an appropriate standard.

VII. Review Scheme

Questions concerning this Intellectual Property Policy should be addressed to the Academic Affairs Office.

VIII. Reservation of Rights

The University reserves the right at any time in its sole discretion to modify and/or make changes to the Policy as advisable or appropriate. the University agrees, however, that it will endeavor to notify the entire Institution community through both print and electronic means of its intention to make modifications and/or changes to the Policy at least 30 working days prior to their enactment.

IX. Effective Date

This Policy supersedes any preexisting Intellectual Property policy of the University and will remain in effect until modified or revoked by the University. This Policy will be binding on all parties who create Intellectual Property after the effective date, and this Policy and other agreements that represent modifications to this Policy shall remain binding on such creators even after their relationship the University changes or terminates.

X. Governing Law

This Policy shall be governed by and interpreted under applicable federal laws pertaining to intellectual property and applicable state law, without regard to choice of law provisions.

INFORMATION TECHNOLOGY

NETWORK USE, COMPUTER SOFTWARE, AND INTERNET STATEMENT POLICY
The University requires all persons using the University's technology and networks to abide by the Proper Use of Information Technology and Network Policy. Technology and networks covered under this policy include, but are not limited to, the following:

- Electronic mail (e-mail)
- Local databases
- Games
- CD-ROMs
- Photographs
- Digitized information
- Any records media
- Externally-accessed databases

POLICY
All students and temporary users are responsible for safeguarding the integrity of all resources used in completing their class projects. All users must respect the rights of other users, respect the integrity of the physical facilities and controls, and comply with all licenses, laws, and contractual agreements with the highest of ethical standards.

- Users must respect others' privacy, including text (electronic mail and file transfer) and images (graphics and video).
- No cell phones may be used by faculty or students in the computer labs as a courtesy to others using the labs. Cell phones must be turned off prior to entering the labs.
- No eating (including chewing gum) or drinking is permitted in the computer labs. Open containers are not allowed on carpeted areas or outside the lab entrance.
- Open labs are designed for completion of University work only. Use of University computer labs for playing games and completion of freelance work is prohibited.
- No student peripherals or software may be used or installed in University computer labs without expressed written consent from the Campus Technology Manager.
- During open lab times, leave the computers with specific uses open for student access. These include computers with dedicated scanners or video equipment.
- The safest place for your work is a removable media disk such as a CD, DVD, Flash Drive, or portable hard drive. Each computer's hard disk should be used as a workspace, not storage space. You are responsible for backing up your data.

The University network is for school-related use only. Using the network for illegal file sharing, music sharing, and any other illegal downloading of any copyrighted material is not allowed. Violation of this policy will result in disciplinary action and/or legal action.

Students are responsible for the appropriate use of equipment, network, and Internet access provided to them. In order to promote understanding of what is considered unacceptable conduct, to encourage consistent action, and to assist those who, through lack of understanding or experience, could experience difficulties in defining "appropriate use," the following guidelines are included here:

- It is inappropriate to violate software license agreements by making unauthorized copies of computer software or loading unauthorized copies of software onto the University's computers.

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- It is inappropriate to send e-mail messages that include profanity, vulgarity, or discriminatory or derogatory language or remarks.
- It is inappropriate to broadcast messages of personal statements regarding private issues, especially those of a political, religious, or controversial nature.
- It is inappropriate to use facilities for soliciting other students, sending chain letters, or for pranks.
- It is inappropriate to use facilities for freelance work.
- It is inappropriate to use facilities for illegal activities.
- It is inappropriate to use the Internet access to visit sites that are pornographic, vulgar, obscene, or that are otherwise of questionable moral value.

The preceding list is not meant to be exhaustive, but is only a representative sample of the types of inappropriate conduct to be avoided. In order to ensure proper use of equipment and networks, the University reserves the right to monitor or audit the use of all of the University's technical resources, including electronic communications. All Internet access through the University network will be monitored. The University reserves the right to extend, to limit, to restrict, or deny privileges and access to its information resources. No individuals other than University faculty, staff, and students will be permitted access to technical resources without the express written consent of the Campus Technology Manager.

RESPONSIBILITY
It is the responsibility of the University's Department of Technology to ensure that the technical resources are available when needed. Every effort will be made to minimize the time in which systems are unavailable; however, there will be times when the system or specific resources will not be available for use for regularly scheduled maintenance or when unexpected problems occur. Audits will be conducted from time-to-time to ensure compliance with the above policies. Reports or discovery of suspected abuse will be immediately investigated. Violators of this policy will be subject to disciplinary procedures. Disciplinary action may include academic probation and expulsion from the University.

The University treats all violations of this policy seriously. The University will pursue disciplinary, criminal, or civil prosecution of violators when appropriate. This policy is available in its entirety in the office of the Campus Technology Manager.

PRINT SERVICE
Some campuses have a student-discounted Print Service.

COPY CENTER
There are copiers for student use located in the Library. Students will be charged a fee for copies. Students must comply with all federal copyright laws.

STUDENT IDENTIFICATION CARDS
A photo ID card is issued to each student. Students are required to carry their photo ID card at all times and must swipe their ID cards upon every entrance to the University. ID cards should not be loaned to anyone for any reason; the card is the personal responsibility of the student whose name appears on it. Students will be charged for replacement ID cards.

EQUIPMENT CAGE

The University provides a checkout system of video, audio, and photography equipment from the Equipment Cage for the purpose of completing University projects. The Equipment Cage hours vary from quarter to quarter, and the hours of operation are posted outside the room.

EQUIPMENT CHECKOUT POLICY:

• Students may request a one-time, 24-hour checkout on most items at the time of checkout. In most cases this request will be granted.
• Students may NOT renew equipment over the phone.
• A student's account must be in good standing to checkout equipment. Good standing includes no late fines or history of missing or damaged items.
• There are no overnight or 24-hour checkouts during the last week of the quarter or during student breaks.
• Damaged or lost items will be replaced at the cost of the student and charged to that student's account.

STUDENT LIFE

GENERAL INFORMATION

The mission of the Student Life Department is to supplement The Art Institute's educational processes and to support its stated purpose by providing assistance and services to the student body in the areas of advocacy, disability, student development, counseling, international advising. The department actively encourages the involvement of students, faculty, and staff in activities that stimulate cultural awareness, creativity, social interaction, and professional development. To fulfill its mission, the Student Life Department has established the following objectives:

• Provide student support services.
• Provide resources and assist international students with their transition into this country.
• Provide student engagement and networking activities to complement your academic experience.
• Serve as the point of contact for military and veteran students.

Career & Professional Readiness

The Department of Career & Professional Readiness partners with students as they explore employment possibilities, develop job skills, and connect with potential opportunities related to their professional endeavors. Our goal is to encourage the career potential of students by facilitating opportunities for them to explore their interests and gain valuable professional experience while utilizing a variety of resources that may be delivered in self-directed, virtual or in-person formats.

Students can seek guidance in building a resume, career planning, developing job-search strategies, preparing for an interview and evaluating potential job opportunities. The Department of Career & Professional Readiness will also work to plan and deliver career readiness workshops, individual or group career planning sessions, job board resources and industry guest speakers in both virtual and in-person platforms.

Graduate employment information is available on the College website under student consumer information.

Alumni Services

The Career and Professional Readiness Department offers a variety of online services and resources to Art Institute graduates. The self-directed alumni website (www.alumni.artinstitutes.edu) is available to graduates and to students in their last quarter.

The website exists to support the creative endeavors of our graduates and to provide a forum for networking with fellow classmates. Art Institutes graduates can connect from anywhere around the world. Alumni can share their challenges and victories, access services to elevate their career, showcase artwork, and demonstrate their impact in their personal and professional communities. Information about career services, campus events, Art Institute news is also available.

The website is exclusive to Art Institute graduates and there are no costs, fees or dues to access these services. The Art Institutes values our talented alumni community and we strive to build and maintain the alumni relationship through e-communications, virtual events, and campus activities. Alumni are invited to share their personal and professional updates with The Art Institutes community!

For more information, visit www.alumni.artinstitutes.edu or email AiAlumniSupport@aii.edu

HEALTH SERVICES
A list of local doctors and hospitals is available in the Student Services Department.

Student Health Insurance
The Art Institute does not offer or provide referrals to student health insurance providers. International students are strongly encouraged to obtain health insurance while studying in the United States.

STUDENT LIFE
With a variety of events on campus, there is something for every student. As a student, you will have the opportunity to enjoy festivals, art exhibits, performances, game shows, join student organizations, and more.

Campus Security
The College publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. The annual security report is published each year by October 1 and contains statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual security report may be obtained from the Student Services office during regular business hours. Copies of the Crime Report are available on the College website at:

For the Miami International University of Art & Design https://content.dcedh.org/assets/pdf/AI/Student-Consumer-Information/Crime-Reports/crime-report-miami.pdf

For The Art Institute of Tampa https://content.dcedh.org/assets/pdf/AI/Student-Consumer-Information/Crime-Reports/crime-report-tampa.pdf.

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The College reports to the campus community concerning the occurrence of any crime includable in the annual security report is reported to campus security or local police and that is considered to be a threat to students or employees.

The College reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

NON-DISCRIMINATION POLICY

The University does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, gender identity or expression, disability, age, religion, veteran's status, genetic marker, or any other characteristic protected by state, local or federal law, in our programs and activities. The University provides reasonable accommodations to qualified individuals with disabilities. The University will not retaliate against persons bringing forward allegations of harassment or discrimination. The following person has been designated to handle inquiries and coordinate the school's compliance efforts regarding the non-discrimination policy: For Miami, Student Life Office, 1501 Biscayne Blvd, Suite 100, Miami, FL 33132, 305-428-5900; and for Tampa, Director of Student Services, 4401 N Himes Ave #150, Tampa, FL 33614, 813-316-3909

STUDENT GRIEVANCE PROCEDURE FOR INTERNAL COMPLAINTS OF DISCRIMINATION AND HARASSMENT

Students who believe they have been subjected to discrimination or harassment(other than sexual harassment) in violation of the Non-Discrimination Policy should follow the procedure outlined below. (Please note that students who believe they have been subjected to sexual harassment should follow the reporting process in the Sexual Misconduct and Relationship Violence Policy.) This complaint procedure is intended to provide a fair, prompt and reliable determination about whether the University Non-Discrimination Policy has been violated.

1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint should do so either with the (for Miami) Student Life Office, 1501 Biscayne Blvd, Suite 100, Miami, FL 33132, 305-428-5900; (and for Tampa) Director of Student Services, 4401 N Himes Ave #150, Tampa, FL 33614, 813-316-3909, or with University Provost, 1501 Biscayne Blvd, Suite 100, Miami, FL 33132, (305) 428-5656.. Online students should file complaints with studentcomplaints@aii.edu. The complaint should be presented in writing and it should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant. 2. The University will investigate the allegations. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only the University's final determination with respect to the alleged offense and any sanction that is imposed against the accused. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the investigator and may offer any witnesses in support of their position to the investigator during the course of the investigation. A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support, and/or assist the student in understanding and cooperating in the investigation. The observer may not be an attorney, unless otherwise required by local law. The investigator may prohibit from attending or remove any person who disrupts the investigation in the investigator's sole discretion.

3. The student who made the complaint and the accused shall be informed promptly in writing when the investigation is completed, no later than 45 calendar days from the date the complaint was filed. The student

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who made the complaint shall be informed if there were findings made that the policy was or was not violated and of actions taken to resolve the complaint, if any, that are directly related to him/her, such as an order that the accused not contact the student who made the complaint. In accordance with institutional policies protecting individuals' privacy, the student who made the complaint may generally be notified that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the accused.

4. The decision of the Investigator may be appealed by petitioning the Campus Leader's Office of the University. The written appeal must be made within 20 calendar days of receipt of the determination letter. The Campus Leader, or his or her designee, will render a written decision on the appeal within 30 calendar days from receipt of the appeal. The Campus Leader's decision shall be final.

5. Insert the University will not retaliate against persons bringing forward allegations of harassment or discrimination.

6. Matters involving general student complaints will be addressed according to the Student Complaint Procedures, a copy of which can be found in the Student Handbook or Academic Catalog.

7. For more information about your rights under the federal laws prohibiting discrimination, please contact the Office for Civil Rights at the U.S. Department of Education.

NO HARASSMENT POLICY

The University is committed to providing workplaces and learning environments that are free from harassment on the basis of any protected classification including, but not limited to race, sex, gender, color, religion, sexual orientation, gender identity or expression, age, national origin, disability, medical condition, marital status, veteran's status, genetic marker or on any other basis protected by law. Such conduct is unprofessional, unproductive, illegal, and generally considered bad for business. Consequently, all conduct of this nature is expressly prohibited, regardless of whether it violates any law. (Please note that sexual harassment is more thoroughly addressed in the Sexual Misconduct & Relationship Violence Policy.)

SEXUAL MISCONDUCT & RELATIONSHIP VIOLENCE POLICY; PROCEDURES FOR HANDLING SEXUAL MISCONDUCT AND RELATIONSHIP VIOLENCE COMPLAINTS

The University values civility, dignity, diversity, education, honesty, and safety and is firmly committed to maintaining a campus environment free from all forms of sex discrimination, sexual harassment, and sexual assault. Sexual Misconduct and Relationship Violence, defined more specifically below, are inconsistent with these values, violate institutional policy, and will not be tolerated at The University and are expressly prohibited. Similarly, retaliation for having brought forward a concern or allegation or for participating in an investigation of a report of Sexual Misconduct or Relationship Violence is also expressly prohibited and is grounds for disciplinary action.

This Policy provides information regarding how an individual – whether a student, faculty member, or staff member – can make a report of Sexual Misconduct or Relationship Violence impacting a student and how The University will proceed once it is made aware of any such report.

For faculty and staff members who believe they are the victim of sexual misconduct, please follow our No Harassment policy in the Employee Handbook.

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I.   Preliminary Issues & Important Definitions

This Policy prohibits "Sexual Misconduct" and "Relationship Violence," broad categories encompassing the conduct defined below. Sexual Misconduct and Relationship Violence can be committed by anyone, including third parties, and can occur between people of the same sex or different sexes and regardless of one's biological sex or transgendered sex. This policy applies to Sexual Misconduct and Relationship Violence that is committed against a student when that Sexual Misconduct or Relationship Violence occurs: (i) on campus; (ii) off-campus if in connection with a School-sponsored program or activity or in student housing; or (iii) off-campus, including at internship/externship/practicum sites, if allegedly perpetrated by a fellow student, faculty member, staff member, or third party when the victim/reporting student reasonably believes that the off-campus conduct has created a hostile educational environment.

A.   What is "Sexual Misconduct"?

Sexual Misconduct includes:

- Sexual Assault: Having or attempting to have sexual intercourse, cunnilingus, or fellatio without Consent (as defined below). Sexual intercourse is defined as anal or vaginal penetration by a penis, tongue, finger, or inanimate object.

- Non-Consensual Sexual Contact: Any intentional sexual touching with any body part or object by any person upon any person without Consent.

- Sexual Exploitation: An act attempted or committed through the abuse or exploitation of another person's sexuality. Examples include, but are not limited to, prostituting another student; inducing a student into sexual intercourse, sexual contact, or other sexual activity by implicit or explicit threat of exposure of personal information or academic consequences; non-consensual video or audio-taping of sexual activity; allowing others to observe a personal consensual sexual act without the knowledge or Consent of all involved parties; and knowingly transmitting or exposing another person to a sexually transmitted infection without the person's knowledge.

- Indecent Exposure: the exposure of the private or intimate parts of the body in a lewd manner in public or in private premises when the accused may be readily observed.

- Sexual Harassment: unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following: (a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic status; or (b) Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual; or (c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment for working, learning, or living on campus.

B.   What is "Relationship Violence"?

Relationship Violence includes:

- Domestic Violence: Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a current or former spouse or intimate partner or any other person from whom the student is protected under federal or applicable state law.

- Dating Violence: Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. The existence of such a relationship is generally determined based on a consideration of the length and type of relationship and the frequency of interaction.

- Stalking: A course of conduct directed at a specific person that would cause a reasonable person to fear for their own safety or the safety of others or suffer substantial emotional distress. A course of conduct means two or more acts in which a person directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property.

The following also constitute violations of this Policy:
- Complicity: Assisting, facilitating, or encouraging the commission of a violation of this Policy.

- Retaliation: Acts or attempted acts for the purpose of interfering with any report, investigation, or proceeding under this Policy, or as retribution or revenge against anyone who has reported Sexual Misconduct or Relationship Violence or who has participated (or is expected to participate) in any manner in an investigation, or proceeding under this Policy. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, or discrimination. To be clear, retaliation against a Complainant for reporting an incident or against any witness who participates in an investigation is strictly prohibited.

C. Who are "Complainants" and "Respondents"?

The University is not a court of law. We also do not engage in victim-blaming or rushes to judgment. Therefore, without judgment, we refer to anyone who reports that s/he has experienced Sexual Misconduct as a "Complainant" and to anyone who reportedly has engaged in Sexual Misconduct as a "Respondent."

D. Defining Consent

In many cases of Sexual Misconduct, the central issue is consent or the ability to give consent. Consent is a voluntary agreement to engage in sexual activity. Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Past Consent does not imply future Consent, and Consent to engage in one form of sexual activity does not imply Consent to engage in a different form of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in a specific sexual activity. Consent must be knowing and voluntary. To give Consent, a person must be awake, of legal age, and have the capacity to reasonably understand the nature of her/his actions. Individuals who are physically or mentally incapacitated cannot give Consent.

Silence, without actions evidencing permission, does not demonstrate Consent. Where force, threats, or coercion is alleged, the absence of resistance does not demonstrate Consent. Force, threats, or coercion invalidates Consent. The responsibility of obtaining Consent rests with the person initiating sexual activity. Use of alcohol or drugs does not diminish one's responsibility to obtain Consent or negate one's intent.

Consent to engage in sexual activity may be withdrawn by either person at any time. Once withdrawal of Consent has been clearly expressed, the sexual activity must cease.

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Incapacitation is the inability, temporarily or permanently, to give Consent, because the individual is mentally and/or physically helpless due to drug or alcohol consumption, either voluntarily or involuntarily, due to an intellectual or other disability that prevents the student from having the capacity to give Consent, or the individual is unconscious, asleep or otherwise unaware that the sexual activity is occurring. In addition, an individual is incapacitated if he or she demonstrates that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Where alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. Some indicators that an individual is incapacitated may include, but are not limited to, vomiting, unresponsiveness, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, lack of awareness of circumstances or surroundings, or inability to perform other physical or cognitive tasks without assistance.

E.   Title IX Coordinator & Deputy Coordinators

The Title IX Coordinator for The Art Institutes schools is: Diane Rouda, Associate Vice President of Student Regulatory Affairs. The Title IX Coordinator is responsible for, among other things, coordinating the campus's efforts to comply with and carry out the campus's responsibilities under Title IX of the Education Amendments of 1972, including compliance with this policy. The Title IX Coordinator will help to coordinate any investigations under this Policy.

In addition, the School has other individuals who serve as Deputy Title IX Coordinators to help oversee investigations and determination proceedings under this Policy.

II.   Reporting & Confidentiality

We encourage victims of Sexual Misconduct & Relationship Violence to talk to somebody about what happened – so they can get the support they need, and so the School can respond appropriately.
Different employees on campus have different abilities to maintain confidentiality:

- CONFIDENTIAL REPORTING: Some individuals are required to maintain near complete confidentiality. The Title IX Coordinators, Alisa Krouse (akrouse@southuniversity.edu) and Diane Rouda (drouda@dcedh.org) and the Title IX investigator, Nicole Schell (nschell@dcedh.org) serve in this role. These individuals can provide resources and generally talk to a victim without revealing any personally identifying information about an incident to the School. A victim can seek assistance and support from these individuals without triggering a School investigation.

- NON-CONFIDENTIAL REPORTING.   Other than professional counsellors defined above, most other employees and contractors are required to report all the details of an incident to the Title IX coordinator. A report to these employees (called "responsible employees") constitutes a report to the School and generally obligates the School to investigate the incident and take appropriate steps to address the situation. The following campus employees (or categories of employees) are examples of responsible employees: the Title IX Coordinator, all Deputy Title IX Coordinators, Campus Leader, Director of Student Services, other Student Services staff, Housing staff, Academic Advisors, the Security Team (including contract security personnel), all full-time and adjunct Faculty, Human Resources, and Employee Relations.

The School will seek to protect the privacy and confidentiality of the individuals involved in any report of alleged Sexual Misconduct or Relationship Violence to the extent possible and allowed by law. The Title IX Coordinator will evaluate any request for confidentiality in the context of the School's responsibility to provide a safe and nondiscriminatory environment to all members of its community.

The School will complete any publicly available record-keeping, including Clery Act reporting and disclosure, without the inclusion of identifying information about the alleged victim. It will also maintain as confidential any interim measures or remedies provided to the alleged victim to the extent that maintaining confidentiality will not impair its ability to provide the interim measures or remedies.

In addition to internal reporting, the School strongly encourages anyone who believes they have experienced a sexual assault (or any other crime) to make a report to local law enforcement. Collection and preservation of evidence relating to the reported sexual assault is essential for law enforcement investigations, so prompt reporting of the incident to law enforcement is especially critical. Designated staff will, upon request, assist an individual in making a report to law enforcement as necessary and appropriate.

Although we strongly encourage complainants to report to local law enforcement, such a report is not a prerequisite to the School's review and investigation of any complaint covered by this Policy. The School will honor a Complainant's request not to report the matter to local law enforcement UNLESS we have a reasonable basis to believe that the safety and security of the campus community is at risk. In this event, the School will endeavor to notify a Complainant or Reporter of the institution's intent to report the matter to law enforcement in advance of any such report.

The School does not limit the time frame for reporting under this Policy, although a delay in reporting may impact the School's ability to take certain actions.

Other Code of Conduct Violations: The School encourages students who have been the victim of Sexual Misconduct or Relationship Violence to come forward. Students should not be discouraged from reporting such incidents because they fear discipline for their own violations of the Student Code of Conduct, such as use of alcohol in School housing. Therefore, the School has discretion not to pursue other violations of the Student Code of Conduct that occurred in the context of the reported incident of Sexual Misconduct or Relationship Violence.

III.   Response Procedure
Students are encouraged to report any incident of Sexual Misconduct or Relationship Violence to the Title IX Coordinator, Deputy Title IX Coordinator, the Director of Student Services, or the Campus Leader.   If a report is made verbally, the School will request a written statement by the student.
Upon receipt of a report, the School will generally proceed as described below.

A.   Investigation Commencement
The School will provide a timely and thorough investigation. Barring exigent circumstances, cases of Sexual Misconduct and Relationship Violence will generally be resolved within a 60 day period once the incident has been reported. An extension of time may be necessary if witnesses are unavailable or uncooperative or due to other extenuating circumstances beyond the control of the investigator.

B.   Initial Response
Once the School is put on notice of possible Sexual Misconduct and Relationship Violence, the Complainant will be offered appropriate confidential support, accommodations, and other resources and will be notified of applicable policies and procedures.   Accommodations include the ability to move to different housing, to change work

schedules, to alter academic schedules, to withdraw from/retake a class without penalty, and to access academic support. The Respondent also will be offered appropriate resources and notified of applicable policies and procedures.

C.   Interim Intervention

Pending a final determination, the Title IX Coordinator and/or Student Services staff will take appropriate interim measures. The University will take steps to prevent the recurrence of harassment and to correct its discriminatory effects on the Complainant and others, if appropriate. These measures may include, but are not limited to, the imposition of a no-contact order and/or employment, transportation, residence, and academic modifications, and/or transfer or removal from an internship/externship/practicum site. Student Services staff may limit a student or organization's access to certain School facilities or activities pending resolution of the matter. The School may impose an Interim Suspension on the Respondent pending the resolution of an alleged violation when the School determines, in its sole discretion, that it is necessary in order to protect the safety and well-being of members of the campus community.

D.   Decision to Proceed to Investigation

If the Complainant is willing to participate in the review and investigation process, the School will proceed as described below in Section III (E).

If the Complainant requests a confidential investigation, the School will seek to protect the privacy and confidentiality of the Complainant to the extent possible and allowed by law. The Title IX Coordinator will evaluate any request for confidentiality in the context of the School's responsibility to provide a safe and nondiscriminatory environment to all members of its community.
If a confidential investigation is requested and agreed to, the School will investigate without revealing the name of the Complainant in any interview or email and will not ask questions that inadvertently or reasonably could reveal the identity of the Complainant.

If the Complainant asks that the report of sexual misconduct not be pursued, the School will consider the interests of the Complainant, the campus community, law enforcement, and/or other appropriate interests under the circumstances. The School, in consultation with the Title IX Coordinator, will make a final decision on whether and to what extent it will conduct an investigation, and notify the Complainant promptly.

In the event that a campus-wide alert related to the incident is deemed necessary, the campus shall generally attempt to notify the Complainant of the alert and its content before it is circulated. If the campus is unable to contact the Complainant in a timely fashion, or otherwise deems it necessary, the message may be sent without his/her review.

E.   Investigation Procedure

Investigators do not function as advocates for either Complainants or Respondents. Investigators can, however, identify advocacy and support resources for either Complainants or Respondents.

The Respondent will receive written notice of the report and the nature of the alleged misconduct. He/She will be advised in writing of the investigation process and opportunity to provide any relevant evidence.

The Investigation will generally be conducted by the Director of Student Services for the campus (or any other individual appointed by the Title IX Coordinator) if the Respondent is a student or third party. If the Respondent is a faculty or staff member, Employee Relations will also participate in the investigation.

The investigator will separately interview both Complainant and Respondent. Both parties will be able to provide evidence and suggest other witnesses to be interviewed. The investigator will interview other relevant witnesses and review any other available relevant evidence. Both the Complainant and Respondent can have another individual present during their own respective interviews. If the Complainant or Respondent elects, they may have an attorney present during their own interview, but said attorney may not advocate during the interview.

F. Determinations

1. For cases where the Respondent is a student.

The investigator will present all evidence to the Title IX Coordinator (or his/her designated Deputy Title IX Coordinator). In all cases, the Title IX Coordinator or the designated Deputy Title IX Coordinator will be appropriately trained regarding handling and considering sexual misconduct and relationship violence cases.

The Title IX Coordinator will weigh the evidence presented and decide whether additional evidence is necessary for consideration. Ultimately, the Title IX Coordinator will make a determination of whether a violation of the Sexual Misconduct & Relationship Violence Policy or any other policy has occurred. .

The School reserves the right to convene a Determination Panel to review the evidence and make the determination in appropriate circumstances.

2. For cases where the Respondent is a Faculty or Staff Member.

The investigator will present all evidence to the Ethics Committee of DCEH. The Ethics Committee will be appropriately trained regarding handling and adjudicating sexual misconduct and relationship violence cases. The Ethics Committee will weigh the evidence presented and make a determination whether a violation of the Sexual Misconduct & Relationship Violence Policy or any other policy has occurred.

3. For cases where the Respondent is a Third Party

The investigator will present all evidence to the Title IX Coordinator (or his/her designated Deputy Title IX Coordinator). In all cases, the Title IX Coordinator or the designated Deputy Title IX Coordinator will be appropriately trained regarding handling and considering sexual misconduct and relationship violence cases.

The Title IX Coordinator will weigh the evidence presented and decide whether additional evidence is necessary for consideration. Ultimately, the Title IX Coordinator will make a determination of whether a violation of the Sexual Misconduct & Relationship Violence Policy or any other policy has occurred.

If the Title IX Coordinator determines that this Policy has been violated by a third party at an associated off-campus location, such as an internship or practicum site, the Title IX Coordinator will review the terms of any contract or Affiliation Agreement and determine what appropriate action should be taken pursuant to the written agreement.

G.   Standard of Proof

In all cases under the Sexual Misconduct policy, the Title IX Coordinator (or designee) or the Ethics Committee will determine if a violation of policy has occurred by the preponderance of evidence standard. Thus, they will determine whether it is more likely than not that a violation has occurred.

H.   Potential Sanctions

If a violation of policy has been found, the Title IX Coordinator or the Ethics Committee will impose appropriate sanctions, including but not limited to coaching, training, probation, suspension, or expulsion in the case of students or coaching, training, written warning, demotion, or termination in the case of employees, and termination of any relationship/contract/Affiliation Agreement in the case of a third party.

I.   Outcome Notifications

Both the Complainant and Respondent will be notified in writing of the outcome of the investigation and of the sanctions imposed, if any.

If the Respondent is a third party, the notice of outcome will include a finding of fact and a justification for the decision based on appropriate legal standards.

J.   Appeals

If the Complainant or Respondent is a student, he or she may appeal the outcome determination by written appeal to the Campus Leader within 15 business days of notification of the outcome.   An appeal may be made based only on one or more of the following reasons:

1. New and significant evidence appeared that could not have been discovered by a properly diligent charged student or complainant before or during the original investigation and that could have changed the outcome.
2. The Finding is Arbitrary and Capricious: Reading all evidence in the favor of the non-appealing party, the finding was not supported by reasonable grounds or adequate consideration of the circumstances. In deciding appeals, the Campus Leader is allowed to make all logical inferences in benefit of the non-appealing party.
3. Disproportionate Sanctions: The sanctions were disproportionate to the findings.
   The appeal shall consist of a written statement requesting review of the conduct decision or sanction and explaining in detail the basis for the appeal.   The Campus Leader, or designated representative, will notify the non-appealing party of the request for an appeal. Within five business days of receipt of the notice, the non-appealing party may submit a written statement to be included in the case file. The appeal may proceed without the non-appealing party's written statement if it is not submitted within the designated time limit.

The Campus Leader will endeavor to make a determination of the appeal within 15 business days of receipt. The Campus Leader's decision is final.

DISABILITY SERVICES

The University provides accommodations to qualified students with disabilities. The Disability Services office assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting equal access to services, programs and activities at The University.

Students who seek reasonable accommodations should notify the Office of Disability Support Services at 1-855-855-0567 or via email at TheCenterDSS@dcedh.org of their specific limitations and, if known, their specific requested accommodations. Students will be asked to supply medical documentation of the need for accommodation. Classroom accommodations are not retroactive, but are effective only upon the student sharing approved accommodations with the instructor. Therefore, students are encouraged to request accommodations as early as feasible with The Office of Disability Support Services to allow for time to gather necessary documentation. If you have a concern or complaint in this regard, please contact the Office of Student Conduct and Resolution at studentresolution@dcedh.org . Complaints will be handled in accordance with the school's Internal Grievance Procedure for Complaints of Discrimination and Harassment.

GENERAL STUDENT COMPLAINT PROCEDURE

If you have a complaint or problem you are encouraged to follow the Student Complaint Procedure. You should discuss complaints with the individual(s) within the appropriate department. Initial discussion should be with the person most knowledgeable of the issues involved or with immediate decision-making responsibility.

If you feel that the complaint has not been fully addressed, a written account should be submitted to the Regional Dean of Student Life/Student Life Office if related to non-academic issues or to the Academic Affairs Office for academic issues. The written account should indicate your name, phone number, and ID# and discuss the steps you have taken to remedy the situation.

The appropriate University staff member or department will be notified of the complaint. A follow-up meeting with you and the Regional Dean of Student Life/Student Life Office and/or the Academic Affairs Office will be held within ten school days of the date of the written complaint in an effort to resolve the issue.

If you are not satisfied with the results, you may file an appeal with the Campus Leader's Office. The appeal should be in writing and contain your name and phone number. You should summarize the steps you have taken to remedy the situation and indicate why the results are not satisfactory. You will hear the results of the appeal within ten class days from the date the appeal is received.

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If you follow this complaint procedure and still feel dissatisfied with the results you may send a written copy of the complaint to:

> Florida Commission for Independent Education
> 325 W. Gaines St., Suite 1414
> Tallahassee, FL 32399-0400
> www.fldoe.org.cie
> By fax at (850) 245-3238

> or you may contact:

> Southern Association of Colleges and Schools Commission on Colleges
> 1866 Southern Lane
> Decatur, GA 30033-4097
> 404-679-4500
> Or Fax 404-679-4558

The Miami International University of Art & Design Policies to Comply with the Higher Education Opportunity Act of 2008

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students and individuals to civil and criminal liabilities. Almost all of the music, movies, television shows, software, games and images found on the Internet are protected by federal copyright law. The owner of the copyright in these works has the right to control their distribution, modification, reproduction, public display and public performance. It is generally illegal therefore to use file sharing networks to download and share copyrighted works without the copyright owner's permission unless "fair use" or another exemption under copyright law applies.

Fair use under the federal Copyright Act allows the use without permission of copyrighted material for the purpose of criticism, comment, news reporting or teaching under certain limited circumstances. There is no blanket exception from liability for students or employees of educational institutions, however, and whether the use of copyrighted material without permission falls within "fair use" or one of the other exceptions in the Act depends on a very detailed, case-by-case analysis of various factors. Students should be aware that sharing music, videos, software and other copyrighted materials is very likely not to be considered a 'fair use' and therefore may be a violation of the law.

A violation of the institution's policy for use of its information technology system can result in termination of network access for the student and/or other disciplinary action including removal of the student from the institution. Moreover, there are severe civil and criminal penalties for copyright infringement under federal law. A copyright owner is entitled to recover actual damages and profits resulting from an infringement, but also may recover statutory damages ranging from $750 to $30,000 per work for a non-willful infringement and up to $150,000 for a willful infringement, even if there is no proof of actual damages, in addition to court costs and reasonable attorneys' fees. The government also can file criminal charges that can result in fines and imprisonment.

The University's policies in regard to copyright infringement via the Internet prohibit the illegal downloading or unauthorized distribution of copyrighted materials using the institution's information technology system. The

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University's policies prohibit use of The University's computer network to engage in illegal copying or distribution of copyrighted works such as by unauthorized peer-to-peer file sharing (i.e., the sharing of copyrighted works, typically in digital or electronic files, without permission.

STUDENT EMPLOYMENT
Students seeking employment while in school are encouraged to work with our Student Employment Advisors/Career Services Advisors who will share information on part-time, freelance, and internship positions that are both general and field-related to the student's academic program.

Through quarterly job fairs and constantly updated job listings, every effort is made to provide our students with pertinent resources and job leads. The Career Services Department offers students quarterly resume workshops, career seminars, and one-on-one counseling to assist them in building professional skills while in school.

CAREER SERVICES ADVISORS
Once you reach your last two quarters, you will partner with a Career Services Advisor specific to your field. Together, you and your advisor will discuss your professional development thus far and create a plan to get you started on the career path you have chosen. Through internships, career seminars and workshops, mock interviews, and individual counseling, you will receive help with resume enhancement, job-search techniques, interviewing skills, portfolio presentation, and more.

At the end of your last quarter, you will participate in Portfolio Review. Portfolio Review serves as a way to showcase newly graduating students' work and accomplishments to prospective employers. Graduating students display their work to recruiting companies as well as to family and friends. Participation in Portfolio Review is a graduation recommendation for all undergraduate students attending the University.

TUITION AND FEES

Miami International University of Art and Design

Program of Study	Degree	Credit Hours	Program Length (Qtrs)	Instructional Weeks	Tuition per Credit Hour	Lab Fee[1]	Digital Textbooks[2]	Starting Kit[3]	Approx. Total Cost / Program[4]
Associate of Arts (AA)									
Accessory Design	AA	90	6	66	$489	$0	$1,400	$528	$45,938
Fashion Design	AA	90	6	66	$489	$0	$1,400	$528	$45,938
Fashion Merchandising	AA	90	6	66	$489	$0	$1,400	$139	$45,549
Bachelor of Arts (BA)									
Advertising	BA	180	12	132	$489	$0	$2,750	$420	$91,190
Fashion Merchandising	BA	180	12	132	$489	$0	$2,700	$139	$90,859
Bachelor of Fine Arts (BFA)									
Computer Animation	BFA	180	12	132	$489	$0	$2,750	$420	$91,190
Digital Filmmaking & Video Production	BFA	180	12	132	$489	$0	$2,750	$372	$91,142
Digital Photography	BFA	180	12	132	$489	$0	$2,700	$176	$90,896
Fashion Design	BFA	180	12	132	$489	$0	$2,750	$528	$91,298
Graphic & Web Design	BFA	180	12	132	$489	$0	$2,800	$420	$91,240
Interior Design	BFA	180	12	132	$489	$0	$2,800	$562	$91,382
Visual Arts	BFA	180	12	132	$489	$0	$2,700	$372	$91,092
Visual Effects & Motion Graphics	BFA	180	12	132	$489	$0	$2,750	$420	$91,190
Bachelor of Science (BS)									
Audio Production	BS	180	12	132	$489	$0	$2,800	$879	$91,699
Diploma (D)									
Digital Image Management*	D	48	4	44	$489	$0	$800	$0	$24,272
Master of Arts (MA)									
Design & Media Management	MA	48	6	66	$636	$0	$400	$0	$30,928
Master of Fine Arts (MFA)									
Film	MFA	90	8	88	$636	$0	$1,500	$0	$58,740
Graphic Design*	MFA	90	8	88	$636	$0	$1,500	$0	$58,740
Interior Design	MFA	90	8	88	$636	$0	$1,500	$0	$58,740
Visual Arts	MFA	90	8	88	$636	$0	$1,500	$0	$58,740

*These programs are no longer accepting new enrollments

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Associate of Arts (AA)									
Baking & Pastry	AA	90	6	66	$489	$1,680	$1,050	$645	$47,385
Culinary Arts	AA	90	6	66	$489	$1,680	$1,100	$645	$47,435
Graphic Design*	AA	90	6	66	$489	$0	$1,400	$417	$45,827
Bachelor of Arts (BA)									
Culinary Management	BA	180	12	132	$489	$1,925	$2,500	$645	$93,090
Fashion Marketing & Management	BA	180	12	132	$489	$0	$2,700	$372	$91,092
Bachelor of Fine Arts (BFA)									
Digital Filmmaking & Video Production	BFA	180	12	132	$489	$0	$2,750	$372	$91,142
Digital Photography	BFA	180	12	132	$489	$0	$2,700	$372	$91,092
Game Art & Design	BFA	180	12	132	$489	$0	$2,550	$372	$90,942
Graphic & Web Design	BFA	180	12	132	$489	$0	$2,750	$372	$91,142
Interior Design	BFA	180	12	132	$489	$0	$2,750	$372	$91,142
Media Arts & Animation	BFA	180	12	132	$489	$0	$2,750	$372	$91,142
Visual Effects & Motion Graphics	BFA	180	12	132	$489	$0	$2,750	$372	$91,142
Web Design & Interactive Media*	BFA	180	12	132	$489	$0	$2,750	$417	$91,187
Diploma (D)									
Baking & Pastry	D	55	5	55	$489	$1,470	$600	$645	$29,610
Culinary Arts	D	55	5	55	$489	$1,365	$600	$645	$29,505
Digital Image Management*	D	48	4	44	$489	$0	$800	$0	$24,272

*These programs are no longer accepting new enrollments

The table above is calculated at full load, which is an average of 15 credit hours per quarter. The calculation would be based on 12 credit hours per quarter if a student were to take the minimum allowable credits required to still be considered a full time student.

Please visit our Student Consumer Information page to find the average time to completion for continuously enrolled students for each credential level offered. This data is available at the average credit load, fulltime or at full load. Changing programs, beginning programs at the midterm start date, taking remedial courses, taking time off from coursework, registering for fewer hours or unsuccessful attempts at course completion will increase the total length of the program and overall cost of education from what is disclosed. Transfer credits awarded toward your program will likely decrease the overall length and cost of education.

[1] Lab fees above represent the total timely, successful completion of the program and are charged per credit hour. Retaking courses will increase the lab fee charge.

[2] Not all courses include a Digital Textbook. Courses that include a Digital Textbook will be noted in the registration material and the Digital Textbook will be charged in addition to tuition unless the student chooses to opt out. Students that do not opt out will not need to purchase textbooks for courses using a Digital Textbook. Students that do opt out will be responsible for purchasing the required textbook. If a course does not use a Digital Textbook, the student is responsible for purchasing the required textbook. The Digital Textbook charge is $50 per course for most courses; however, some courses may have more than one Digital Textbook and carry a Digital Textbook charge of $75 per course. If a student was charged for a Digital Textbook in a previous course and the student is required to use the same Digital Textbook for another course, the student will not incur the Digital Textbook charge again.

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[3] The starting kit is optional and consists of basic equipment and materials needed for beginning each program. A list of the components of the starting kit is provided to each enrolled student. These materials may be purchased at the school or at most supply stores. Kit prices do not include applicable sales tax and are subject to change.

[4] Approximate tuition and fees is based on the current credit hour rate. Total cost will increase with each per credit hour tuition increase.

Transcript Requests

The University charges a $7 fee for all transcript requests.

FACULTY LISTING

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A.F.A (Art) Reinhardt College

ACADEMIC CALENDAR

		FALL 2018	
		New Student Orientation	Thursday, September 27. 2018
Week 1		Quarter Begins	Monday, October 01, 2018
Week 2		Application for Graduation Due	Week of October 8-13, 2018
		Last day to Drop/Add	Monday, October 08, 2018
		Résumé Workshop	Tuesday, October 09, 2019
		Job Fair	Wednesday, October 10, 2018
Week 3		OPT Workshop	Wednesday, October 17, 2018
Week 4		Senior Seminar	Tuesday, October 23, 2018
		Internship Seminar	Wednesday, October 24, 2018
Week 5		Midterms Week	Week of October 29 – November 3, 2018
Week 6		Mid-Term Start	Thursday, November 08, 2018
Week 7		Veteran's Day (observed, no classes)	Monday, November 12 ,2018
		Registration for Next Quarter Begins	
Week 8		Thanksgiving (no classes)	Thurs. & Fri., November 22-23, 2018
Week 9		OPT Workshop	Wednesday, November 28, 2018
		Last day to Withdraw with "W"	Friday, November 30, 2018
Week 11		Graduation Clearance	Monday, December 10, 2018
		Portfolio	Wednesday, December 12, 2018
		Quarter Ends	Saturday, December 15, 2018
		Dec. Holiday & Christmas (observed, no classes)	Mon. & Tue., December 24-25, 2018
		WINTER 2019	
		New Year's Day (observed, no classes)	Tuesday, January 01, 2019
		New Student Orientation	Thursday, January 03, 2019
Week 1		Quarter Begins	Monday, January 03, 2019
Week 2		Application for Graduation	Week of January 14-19, 2018
		Résumé Workshop	Tuesday, January 15, 2019
		Job Fair	Wednesday, January 16, 2019
Week 3		Martin Luther King, Jr. Day (no classes)	Monday, January 21, 2019
		Last day to Drop/Add	Tuesday, January 22, 2019
Week 4		Senior Seminar	Tuesday, January 29, 2019
		OPT Workshop	Wednesday, January 30, 2019
Week 5		Internship Seminar	Wednesday, February 06, 2019
Week 6		Midterms Week	Week of February 11-16, 2019
Week 7		Presidents' Day (observed, no classes)	Monday, February 18. 2019
		Registration for Next Quarter Begins	
		Mid-Term Start	Thursday, Feburary 21, 2019
Week 9		OPT Workshop	Wednesday, March 06, 2019
		Last day to Withdraw with "W"	Friday, March 08, 2019
Week 11		Graduation Clearance	Monday, March 18, 2019
		Portfolio	Wednesday, March 20, 2019
		Quarter Ends	Saturday, March 23, 2019

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	SPRING 2019	
	New Student Orientation	**Thursday, March 28, 2019**
Week 1	**Quarter Begins**	**Monday, April 01, 2019**
Week 2	**Last day to Drop/Add**	**Tuesday, Monday, April 08, 2019**
	Résumé Workshop	**Tuesday, April 09, 2019**
	Job Fair	**Wednesday, April 10, 2019**
Week 3	**OPT Workshop**	**Wednesday, April 17, 2019**
	Good Friday (offices closed)	**Friday, April 19, 2019**
Week 4	**Senior Seminar**	**Tuesday, April 23, 2019**
	Internship Seminar	**Wednesday, April 24, 2019**
Week 5	**Midterms Week**	**Week of April 29-May 04, 2019**
Week 6	**Mid-Term Start**	**Thursday, May 09, 2019**
Week 7	**Registration for Next Quarter Begins**	**Monday, May 13, 2019**
Week 9	**Memorial Day (no classes)**	**Monday, May 27, 2019**
	OPT Workshop	**Wednesday, May 29, 2019**
	Last day to Withdraw with "W"	**Friday, May 31, 2019**
Week 11	**Graduation Clearance**	**Monday, June 10, 2019**
	Portfolio	**Wednesday, June 12, 2019**
	Commencement	**Friday, June 14, 2019**
	Quarter Ends	**Saturday, June 15, 2019**
	Independence Day (offices closed)	**Thursday, July 04, 2019**